Encompass Basic User Guide
Version 7 – 21/01/2009
https://members.bahai.org.au

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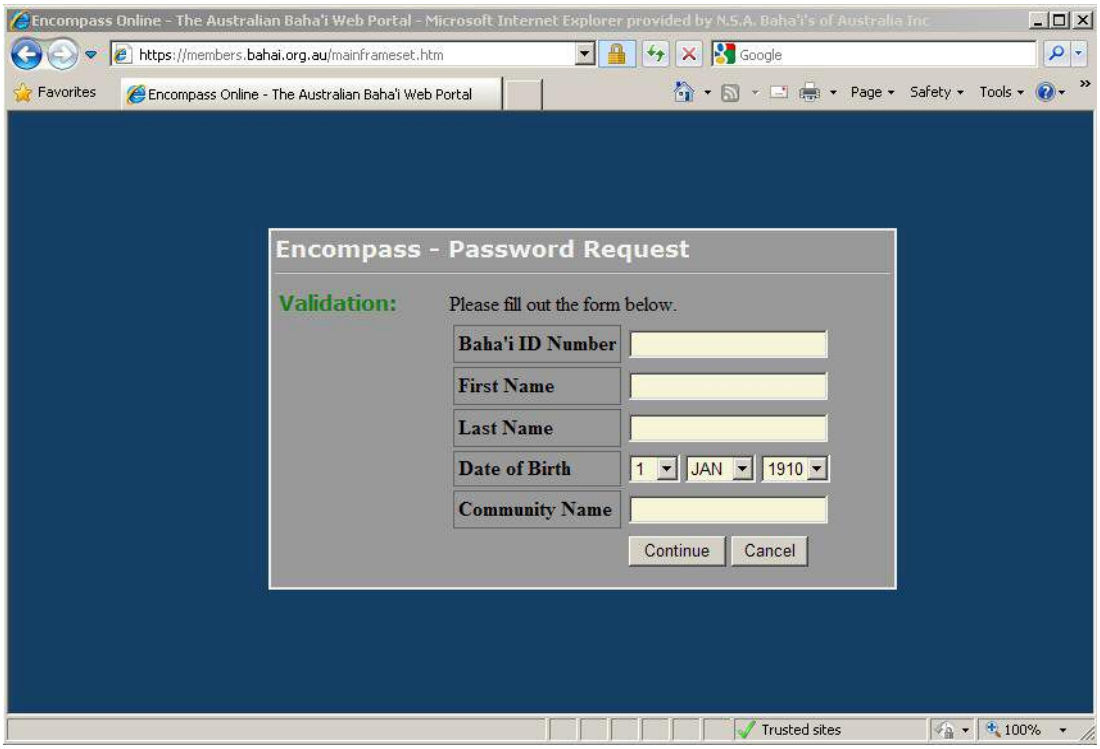
Frequently Asked Questions

What is Encompass?

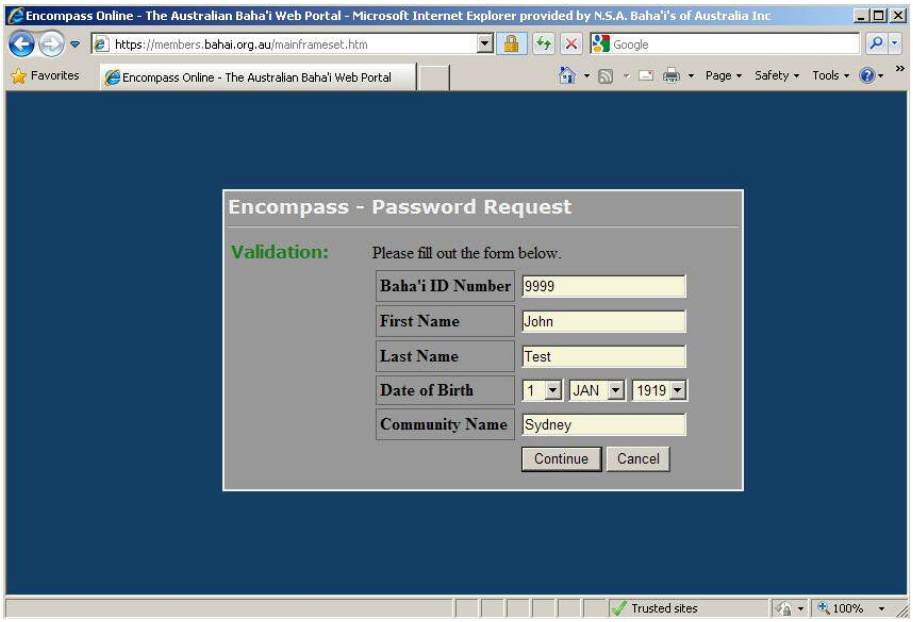
- Encompass is the Australian Baha'i Web Portal – https://members.bahai.org.au . This website allows membership updates and is also an excellent source of Baha'i Information and resources for individuals and Institution members. For example: Treasury forms, Membership forms, past mail-outs, pioneering information, service opportunities, guidelines on writing Baha'i Wills, Marriage, the LSA Handbook – are all accessible through Encompass. Encompass also maintains data and provides reports on Activities undertaken in the Baha'i community. It also incorporates the functionality of the Baha'i World Centre Statistical Report Program.
- It is a website that requires a login to enter, and allows access to other public and Baha'i-Only websites in Australia such as the Matters site which is used by some Baha'i Institutions for Agenda Management.

Where can I get my password from if I have forgotten it or don't know what it is?

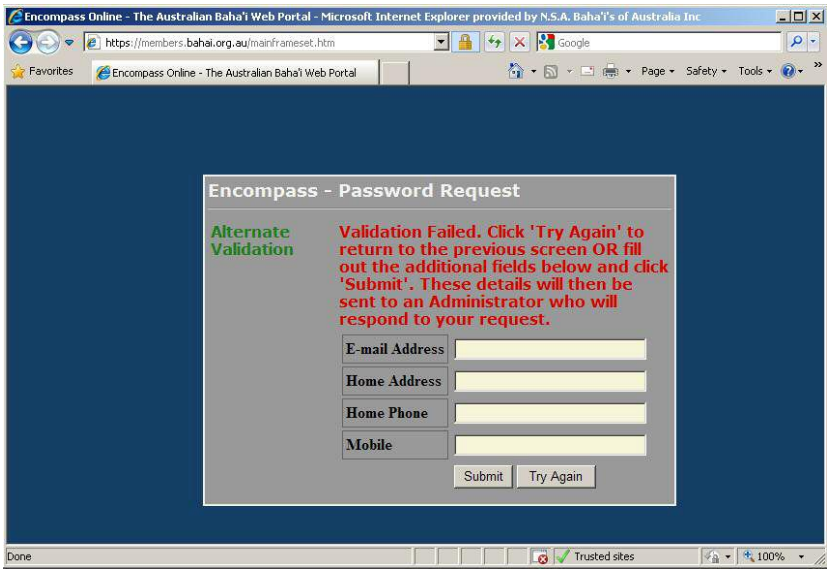
- You can get your password e-mailed to you by going to https://members.bahai.org.au and clicking on the link "What is my password". This will then display a form asking you to verify your identity. If your entered details are correct, your password will be sent to your e-mail address.



- If for some reason the e-mail cannot be sent (for example there was an error, OR your e-mail is flagged as 'Not Preferred' in the membership system) you will NOT receive the password. In this case contact it@bnc.bahai.org.au .



- If there is no error, but the details you entered did not match with what is on record you will still NOT receive the password, instead another screen will be displayed asking you for more details, and then an e-mail will be sent to the IT Department with details of your request for a password and we will manually process your request.


Encompass Online - The Australian Baha'i Web Portal - Microsoft Internet Explorer provided by N.S.A. Baha'i's of Australia Inc
https://members.bahai.org.au/mainframeset.htm
Encompass Online - The Australian Baha'i Web Portal
Encompass - Password Request
Alternate Validation
Validation Failed. Click 'Try Again' to return to the previous screen OR fill out the additional fields below and click 'Submit'. These details will then be sent to an Administrator who will respond to your request.
E-mail Address
Home Address
Home Phone
Mobile
Submit
Try Again
Done
Trusted sites
100%

The website does not seem to work for me. What can I do?

- Check to see that 'Pop-Ups' are not being blocked. You can do this by following the steps below:
  1. In Internet Explorer click on 'tools' -> 'internet options'
  2. On the 'privacy' tab click the 'settings' button
  3. For the text field "Address of Web Site to allow", type in the value – *.bahai.org.au and then click the 'Add' button.

- Add the Encompass website to your list of "Trusted" sites. You can do this by following the steps below:
  1. In Internet Explorer click on 'tools' -> 'internet options'
  2. On the 'security' tab click once on 'trusted sites' then click on the button 'Sites'
  3. Make sure the tick box "Require Server verification https..." is not ticked

4. For the text field “Add this Web Site to the zone”, type in the value – *.bahai.org.au and then click the ‘Add’ button.

If you still have problems contact it@bnc.bahai.org.au or call (02)9998 9222

What are the requirements of my computer for the Encompass site to work?

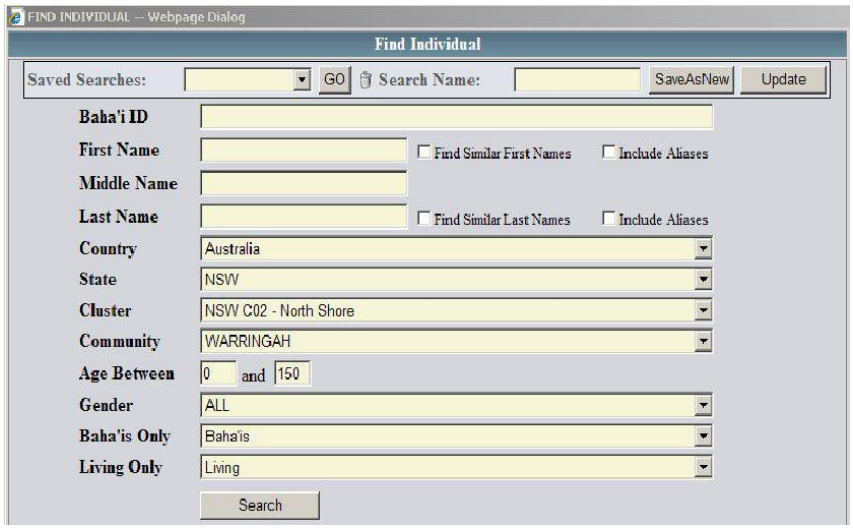
- The site requires: Javascript, Cookies, and Pop-ups all to be enabled
- The site is tested to work fully on Internet Explorer 7+ and Mozilla Firefox 3+, including reports.
- The site has had limited testing and should work with the Safari web browser.
- If you use a Mac, we recommend using the Firefox web browser.

What membership data will I have access to on Encompass?

- By default all users have access to their own records only, if you are on an Institution, you will have access to your area of jurisdiction, e.g. LSA members will have access to all records for their Community, RBC members will have access to all records for their State.

How can I view a list of all people in a community?

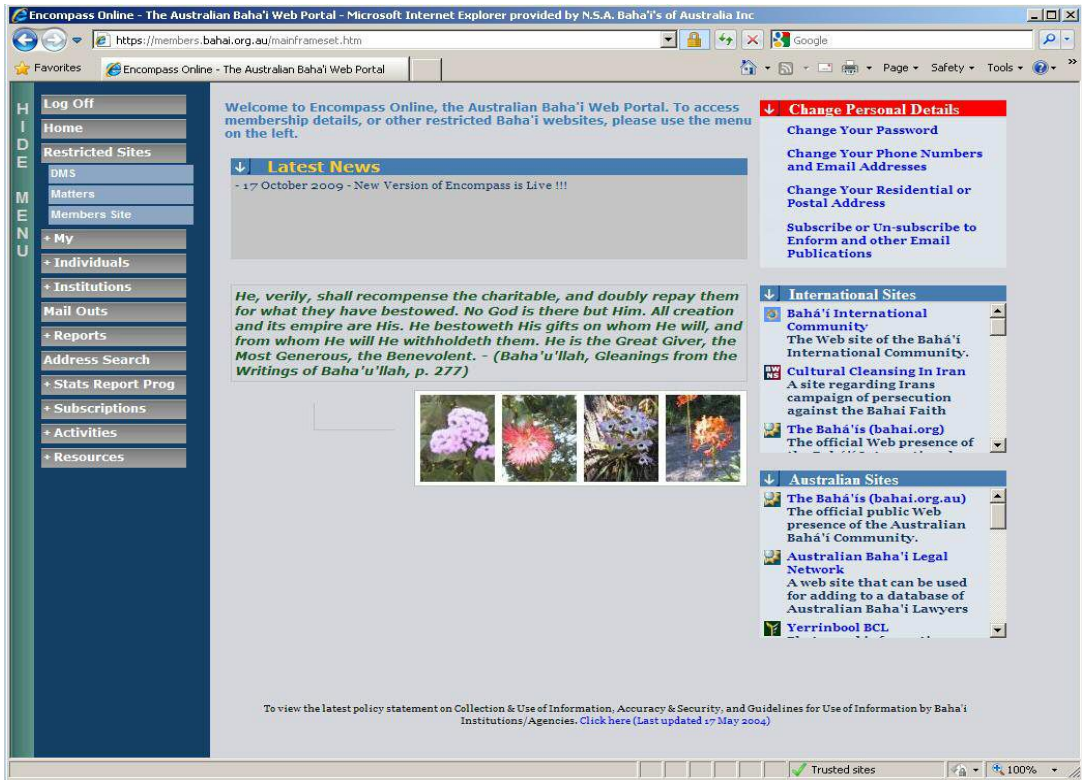
- Depending on your access, you can view a list of all members of a community by clicking on the menu link ‘Individuals’ and on the sub-link ‘View’
- When the ‘Find Individual’ popup window appears, asking for the details of the person to search for, simply leave all of the fields blank and select your community from the community drop list. When you click ‘Search’, the results returned will be everyone from that community.



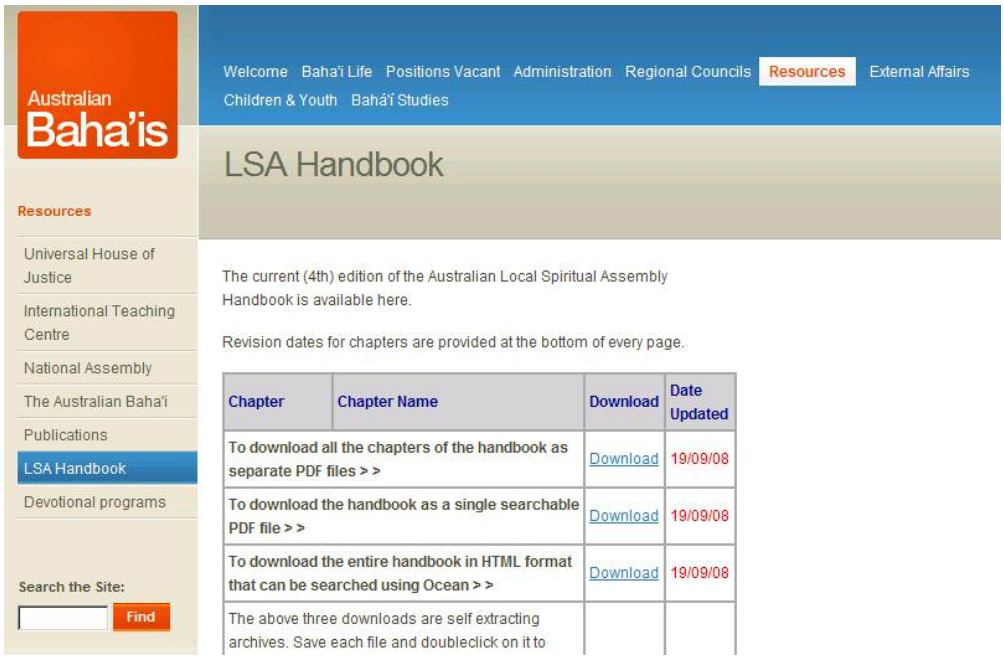
- If instead you wanted a list to print out, you should use the ‘Reports’ menu to generate a report of all people in a community (or state or country)

How can I access the LSA Handbook, Treasury/Membership Forms, or find information regarding Baha’i Marriage / Service opportunities / Drafting Baha’i Wills, etc?

- All of these resources and much more are accessible on the Members only website which is accessible only through Encompass. When you log onto encompass you will notice that one of the menu links points to this website and other sites under the heading ‘Restricted Sites’.

- 
Encompass Online - The Australian Baha'i Web Portal - Microsoft Internet Explorer provided by N.S.A. Baha'i's of Australia Inc
https://members.bahai.org.au/mainframeset.htm
Encompass Online - The Australian Baha'i Web Portal
HIDE MENU
Log Off
Home
Restricted Sites
DMS
Matters
Members Site
+ My
+ Individuals
+ Institutions
Mail Outs
+ Reports
Address Search
+ Stats Report Prog
+ Subscriptions
+ Activities
+ Resources
Welcome to Encompass Online, the Australian Baha'i Web Portal. To access membership details, or other restricted Baha'i websites, please use the menu on the left.
Latest News
- 17 October 2009 - New Version of Encompass is Live !!!
He, verily, shall recompense the charitable, and doubly repay them for what they have bestowed. No God is there but Him. All creation and its empire are His. He bestoweth His gifts on whom He will, and from whom He will He withholdeth them. He is the Great Giver, the Most Generous, the Benevolent. - (Baha'u'llah, Gleanings from the Writings of Baha'u'llah, p. 277)
Change Personal Details
Change Your Password
Change Your Phone Numbers and Email Addresses
Change Your Residential or Postal Address
Subscribe or Un-subscribe to Enform and other Email Publications
International Sites
Bahá'í International Community
The Web site of the Bahá'í International Community.
Cultural Cleansing In Iran
A site regarding Irans campaign of persecution against the Bahai Faith
The Bahá'ís (bahai.org)
The official Web presence of
Australian Sites
The Bahá'ís (bahai.org.au)
The official public Web presence of the Australian Bahá'í Community.
Australian Baha'i Legal Network
A web site that can be used for adding to a database of Australian Baha'i Lawyers
Yerrinbool BCL
To view the latest policy statement on Collection & Use of Information, Accuracy & Security, and Guidelines for Use of Information by Baha'i Institutions/Agencies. Click here (Last updated 17 May 2004)
Trusted sites
100%

- When you click on this link, the Members website will open in a new window:



- When browsing the members' site, if you can't find something you are looking for, just use the search box on the bottom of the page.

What data will I have access to view and/or change in Encompass?

This depends on whether you are a member of any Baha'i institution(s) or hold any appointed role such as Cluster Co-ordinator or Statistics Officer.

You will be able to View data based on your area of responsibility e.g. an L.S.A. Member will be able to view data of all members of his/her community whereas a Regional Council Member will be able to view data about all Baha'is in the state.

Being able to view data does not automatically give you access to update it. Certain information can be updated by all individuals, for example each individual can update his/her own phone numbers and email addresses. However to be able to update data of other individuals, a user of Encompass must have one or more of a few specific roles.

For example an L.S.A. Secretary or L.S.A. Membership Officer can update some data relating to the individuals in his/her Community, e.g. phone numbers and email addresses, and can use the Request Changes screen to notify the National Office of other changes, such as address changes.

Updating other types of data also requires a user have a specific role, for example only Regional and Cluster Statistics Officers can enter details of Core Activities being held in the Baha'i Community, for example Study Circles and Children's Classes.

My - View your own community details

You can quickly access your community details by following the menu links:
'My' => 'Community'. This is exactly the same as if you had gone to the menu item 'Institutions' => 'View' and had searched for your community manually.
For more information on this screen please refer to - **Institutions – View an Institutions Details**

My - Change your own password

To change your password follow the menu links 'My' => 'Individual Details' => 'Change Password', or click on the 'Change Your Password' link on the home page.

My - Edit your own contact devices

In Encompass, anything other than an address which can be used to contact you is referred to as a 'contact device', for example your mobile number, home phone, business phone, e-mail address, fax number, website address etc.
You can quickly access your own contact devices by following the menu links 'My' => 'Individual Details' => 'Contact Devices' or by clicking on the 'Change Your Phone Numbers and Email Addresses' link on the home page.
For more information on this screen please refer to - **Individuals/Institutions – Edit Contact Devices**

My - Edit your own interests and languages spoken

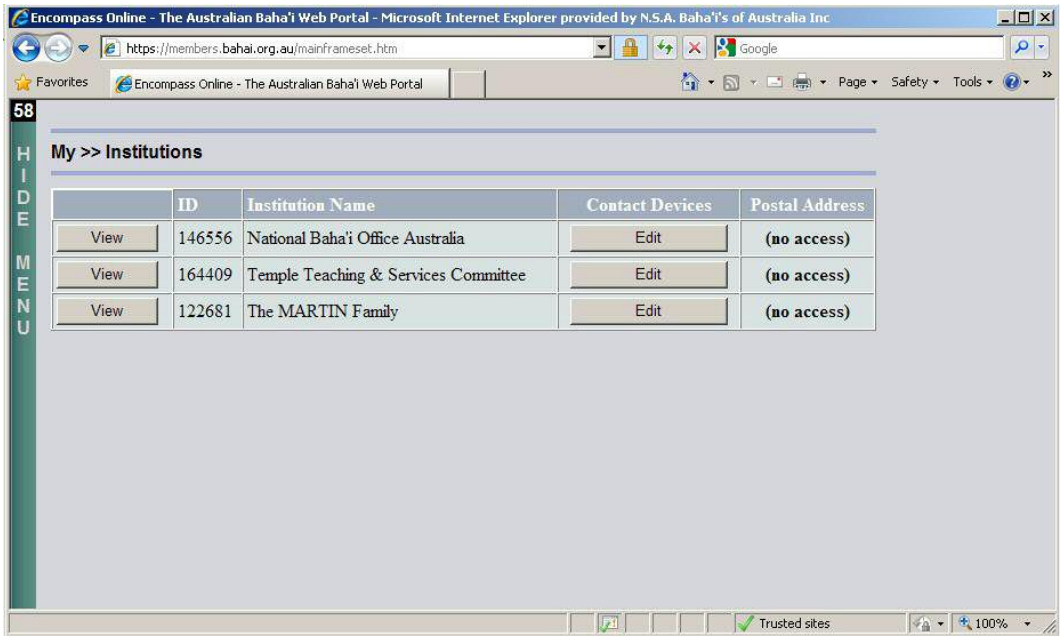
You can quickly edit the interests and languages recorded for you by following the menu links 'My' => 'Individual Details' => 'Interests / Languages'. This is exactly the same as if you had gone to the menu item 'Individuals' => 'Interests / Languages' and searched for your own record manually.
For more information on this screen please refer to – **Individuals - Edit interests and languages spoken**

My - Request any other change to your own details which you cannot do yourself

You can quickly send a request to the membership department for changes to be made to your details by following the menu links 'My' => 'Individual Details' => 'Request Changes' or by clicking on the 'Change Your Residential or Postal Address' link on the home page. This is exactly the same as if you had gone to the menu item 'Individuals' => 'Request Changes' and searched for your own record manually.
For more information on this screen please refer to – **Individuals - Request any other change which you cannot do yourself**

My - View what Institutions you are a member of

To view the institutions you are a member of, follow the menu links ‘My’ => ‘Institutions’. This will bring up a screen like below:

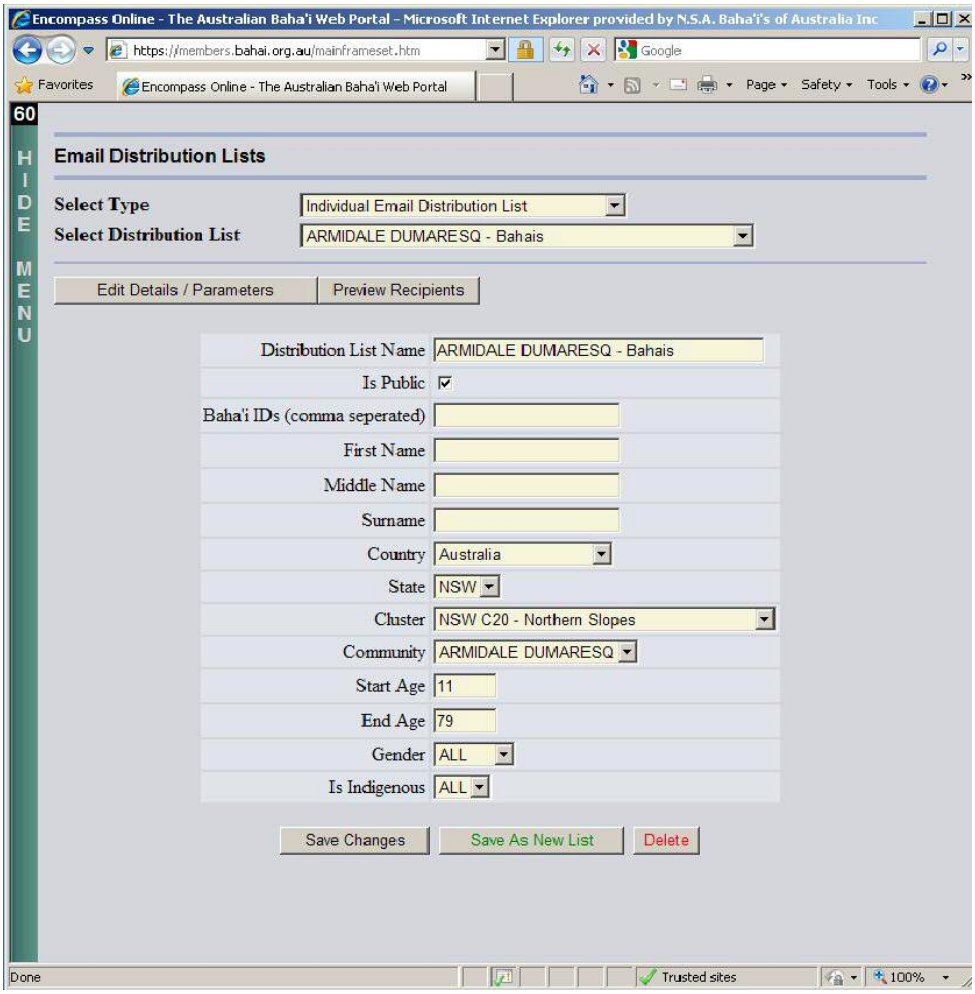


You can click on a ‘View’ button to go to that Institutions’ details, and if you have update access to the Institution you can click on an ‘Edit’ button to edit its contact devices.

My – Manage your own Email Distribution Lists

This screen is for creating and editing Email Distribution Lists for use with Encompass Email. When creating an email to send you must use one or more Email Distribution Lists to send the email to (see My – Email – Add/Edit/Delete). You cannot enter Email Addresses manually.

Follow the menu links ‘My’ => ‘Email’ => ‘Distribution Lists’ to access this screen. There are four types of Distribution List that you can use/create. These are ‘Individual Email Distribution List’ for which the recipients are Individuals, ‘Institution Email Distribution List’ for which the recipients are Institutions, ‘Institution Members Email Distribution List’ for which the recipients are Individual members of Institutions, and Activity Facilitators Email Distribution List for which the recipients are Individuals who are able to Facilitate various type of Activities, e.g. Ruhi Study Circles. The parameters for each type of list differ and the screen changes depending on which type of list you select. Here is an example of an ‘Individual Email Distribution List’:

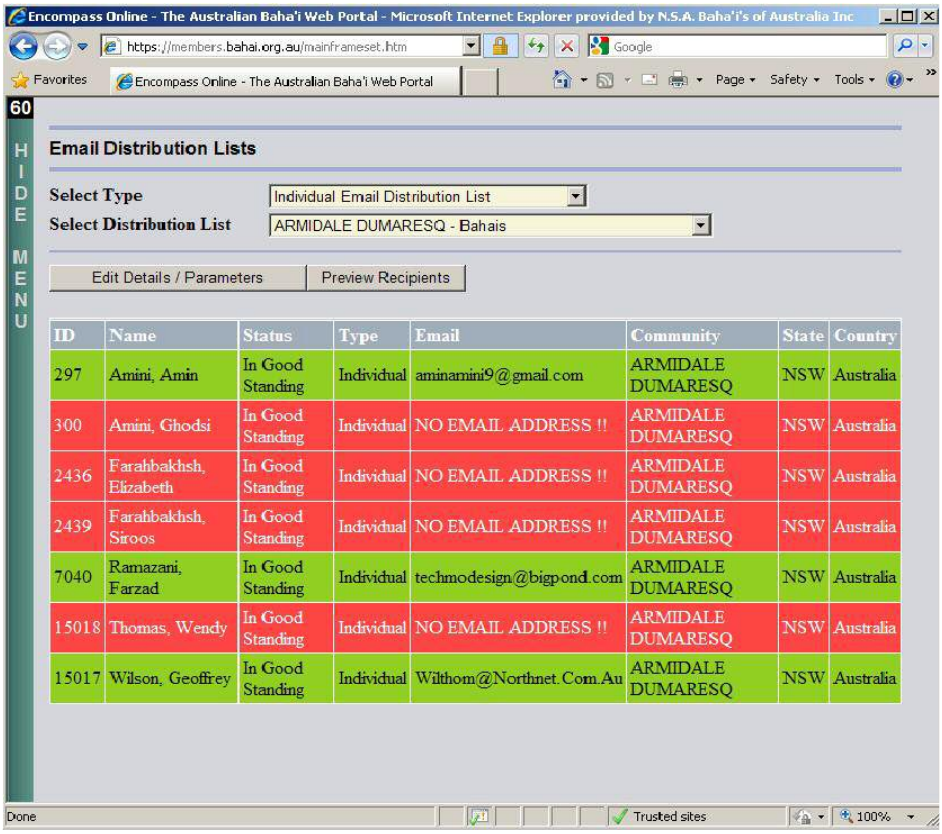


After making changes to the list parameters use the ‘Save Changes’ button. Use the ‘Delete’ button to remove an unwanted list. To create a new list change the parameters, enter a new list name (list names must be unique) and use the ‘Save As New List’ button.

Note that only system administrators at the National Bahá’í Office can create/edit/delete public lists. A public list is one that is visible to and can be used by all encompass users. Any list that is not public can only be seen and used by the person who created the list. There is a very large number of public lists already created that you can use, if you would like more added please email it@bnc.bahai.org.au

Note also that just because a list is visible to you does not mean that you can send email to everyone on the list. All email lists are filtered by your security access. So in the example above, if you do not have read access to the Baha’is in Armidale you would get no recipients if you emailed to the list.

To see who will receive email sent to the list click on the ‘Preview Recipients’ button. Here is an example of ‘Preview Recipients’: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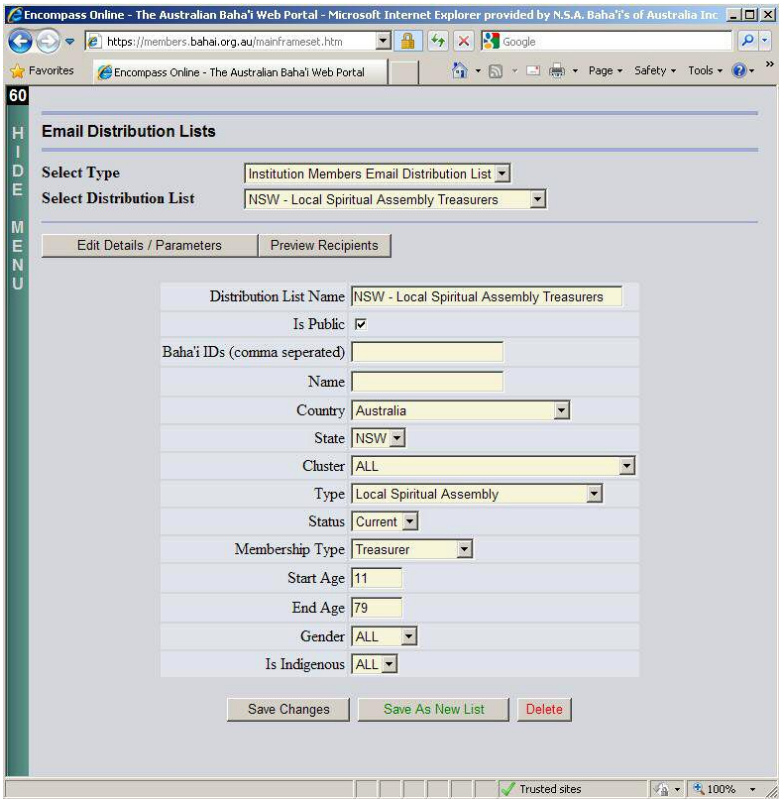
https://members.bahai.org.au/mainframeset.htm
Encompass Online - The Australian Baha'i Web Portal
HIDE MENU
Email Distribution Lists
Select Type
Individual Email Distribution List
Select Distribution List
ARMIDALE DUMARESQ - Bahais
Edit Details / Parameters
Preview Recipients
ID | Name | Status | Type | Email | Community | State | Country
297 | Amini, Amin | In Good Standing | Individual | aminamini9@gmail.com | ARMIDALE DUMARESQ | NSW | Australia
300 | Amini, Ghodsi | In Good Standing | Individual | NO EMAIL ADDRESS !! | ARMIDALE DUMARESQ | NSW | Australia
2436 | Farahbakhsh, Elizabeth | In Good Standing | Individual | NO EMAIL ADDRESS !! | ARMIDALE DUMARESQ | NSW | Australia
2439 | Farahbakhsh, Siroos | In Good Standing | Individual | NO EMAIL ADDRESS !! | ARMIDALE DUMARESQ | NSW | Australia
7040 | Ramazani, Farzad | In Good Standing | Individual | techmodesign@bigpond.com | ARMIDALE DUMARESQ | NSW | Australia
15018 | Thomas, Wendy | In Good Standing | Individual | NO EMAIL ADDRESS !! | ARMIDALE DUMARESQ | NSW | Australia
15017 | Wilson, Geoffrey | In Good Standing | Individual | Wilthom@Northnet.Com.Au | ARMIDALE DUMARESQ | NSW | Australia
Done
Trusted sites
100%

Note that all Individuals that meet the selection criteria are displayed, but some individuals do not have an email address and will obviously not receive email sent to the list. This works similarly for all types of lists in that all entities that meet the selection criteria will be shown, and those without an email address will be highlighted in red.

Note again that if your security access level does not allow you read access to the entities on the list, you will not see them in the preview.

Here is another example:



You can see that this gives you a powerful tool to target many recipient groups. In the example above you could refine the target group to just one Cluster in NSW, and/or just the Female Treasurers, and so on.

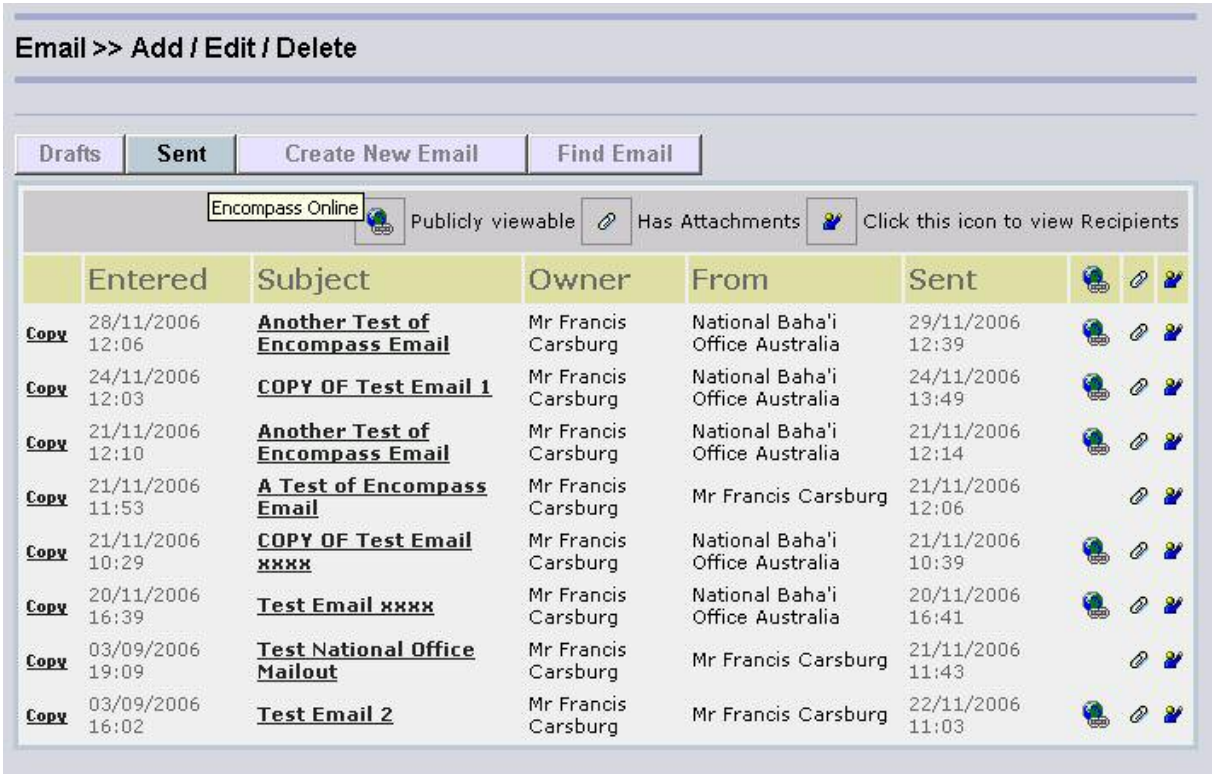
To target only one or two Individuals or Institutions, you can use the Baha'i ID parameter. You can enter several Baha'i IDs separated by commas. For example to create a list with only you on it, use 'Individuals Email Distribution List', put your name as the list name and your own Baha'i ID in the Baha'i ID parameter. When you use the Baha'i ID parameter all other parameters are ignored.

My – Email – Add/Edit/Delete (Create and Send Email)

This screen is for creating and sending email through Encompass, to Email Distribution Lists.

Follow the menu links 'My' => 'Email' => 'Add/Edit/Delete' to access this screen. Initially you will see a screen that lists all the Draft (created but not sent) emails you have.

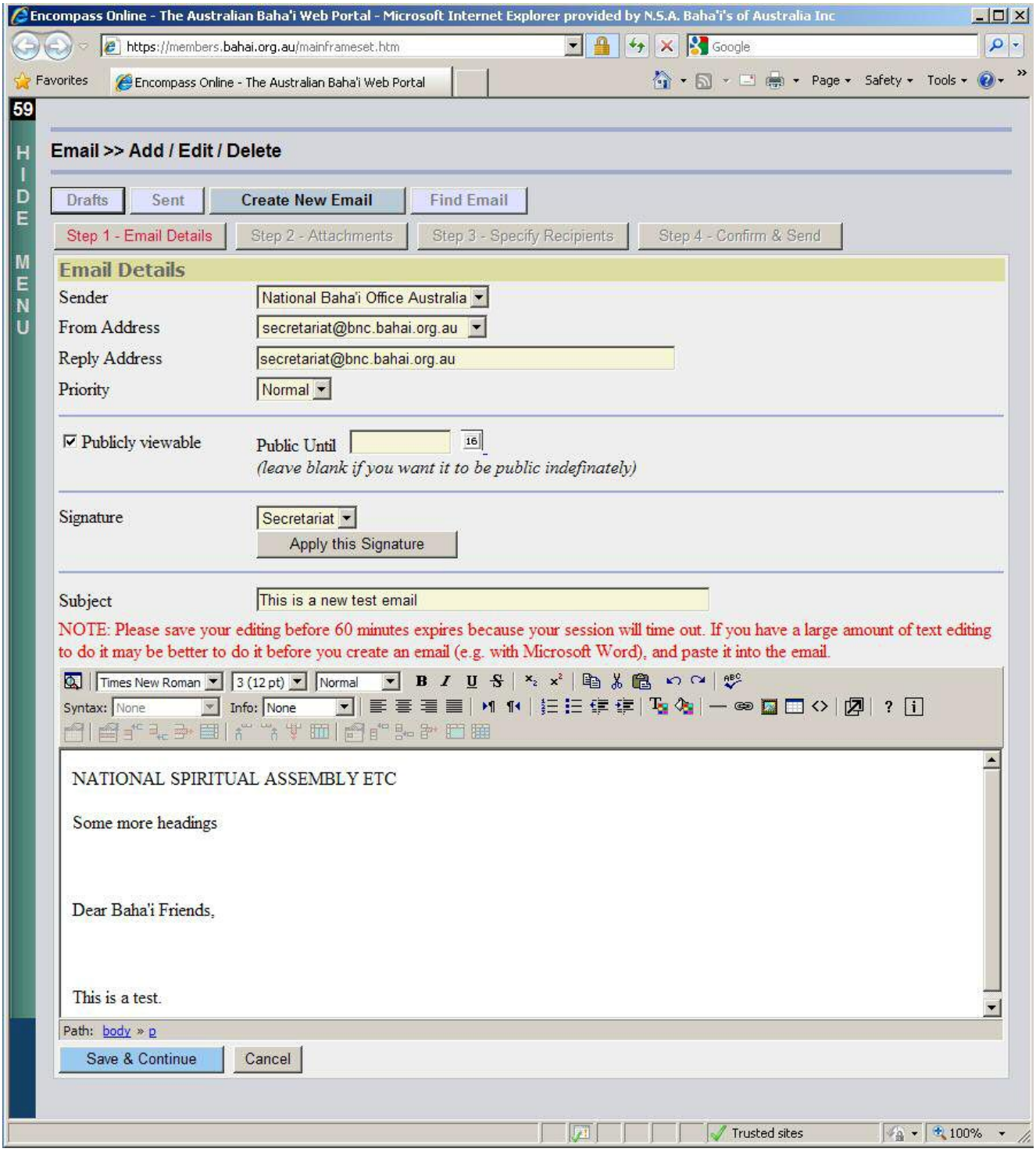
To see a list of emails you have already sent click on the 'Sent' button.


Email >> Add / Edit / Delete
Drafts
Sent
Create New Email
Find Email
Encompass Online
Publicly viewable
Has Attachments
Click this icon to view Recipients
Entered
Subject
Owner
From
Sent
Copy 28/11/2006 12:06 Another Test of Encompass Email Mr Francis Carsburg National Baha'i Office Australia 29/11/2006 12:39
Copy 24/11/2006 12:03 COPY OF Test Email 1 Mr Francis Carsburg National Baha'i Office Australia 24/11/2006 13:49
Copy 21/11/2006 12:10 Another Test of Encompass Email Mr Francis Carsburg National Baha'i Office Australia 21/11/2006 12:14
Copy 21/11/2006 11:53 A Test of Encompass Email Mr Francis Carsburg Mr Francis Carsburg 21/11/2006 12:06
Copy 21/11/2006 10:29 COPY OF Test Email xxxx Mr Francis Carsburg National Baha'i Office Australia 21/11/2006 10:39
Copy 20/11/2006 16:39 Test Email xxxx Mr Francis Carsburg National Baha'i Office Australia 20/11/2006 16:41
Copy 03/09/2006 19:09 Test National Office Mailout Mr Francis Carsburg Mr Francis Carsburg 21/11/2006 11:43
Copy 03/09/2006 16:02 Test Email 2 Mr Francis Carsburg Mr Francis Carsburg 22/11/2006 11:03

To open and view any email click on the Subject, which is a link. To make a copy of an existing email and start editing it click on the Copy link next to the email. Draft emails can be deleted by clicking on the garbage bin icon next to the email.

Note that the list will only include your 50 most recent emails. You can use the button ‘Find Email’ to search for any draft or sent email that you have created in the past. The button pops up a search screen that allows you to enter details to search for. To see an example of an email search refer to the ‘Mail Outs’ section of this user guide.

Click on the ‘Create New Email’ button to commence creation of a new email. There are several steps to the process as follows.



First select who is to be the sender of the email. The pick list will automatically be populated with your own name, plus the name of any Baha'i Institutions in Encompass of which you are a member. Select one name. Then pick the sending email address. The pick list will automatically be populated with your own Encompass email addresses plus the email addresses of all Baha'i Institutions in Encompass of which you are a member. Select one email address.

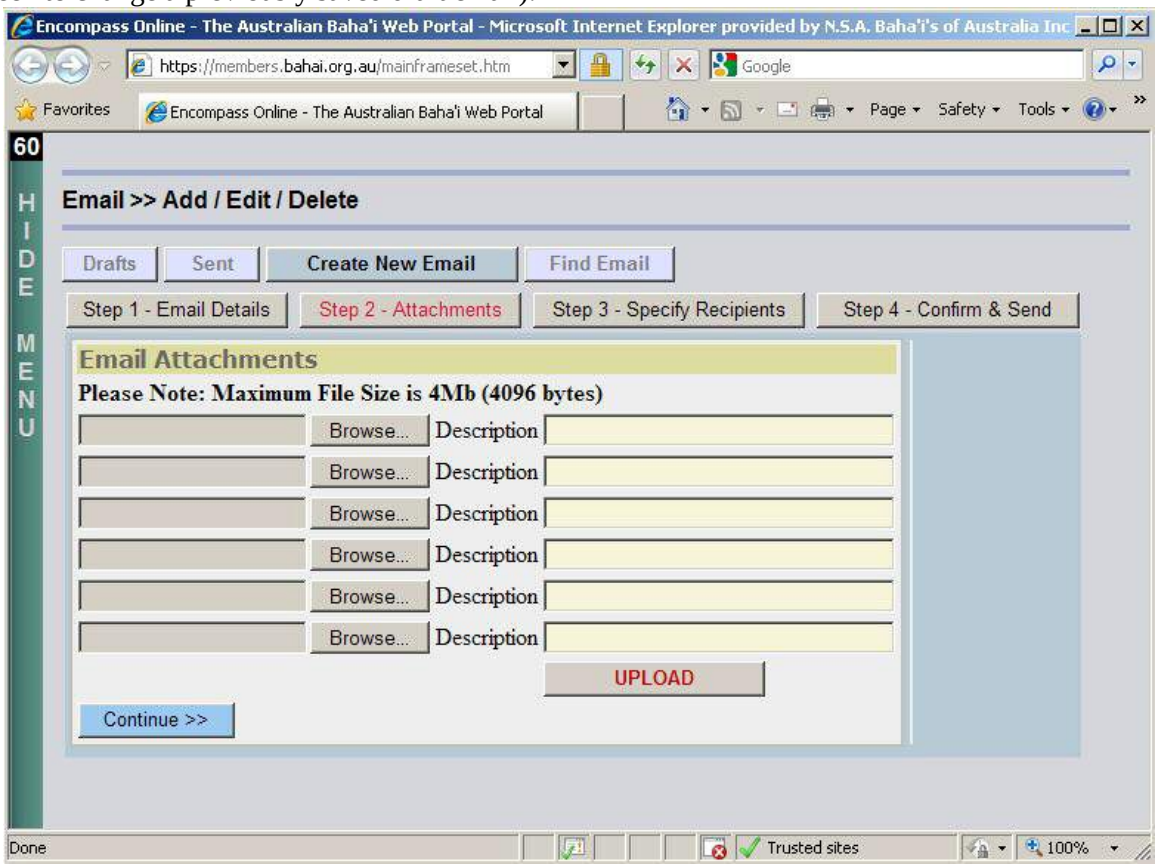
You can make the email viewable, after it has been sent, by all users of Encompass (refer to the 'Mail Outs' section). To do this, tick the Publicly Viewable option. Enter an end date if you want the email to stop being publicly viewable after a period of time.

If you wish to use a signature/template as a basis for creating the text of the email, select the signature/template you wish to use from the pick list and click the 'Apply this Signature' button. NB: Applying a signature/template will overwrite all text in the text editor. For details on how to create and edit signatures/templates refer to the section **Manage your own Email Signatures/Templates.**

Enter a subject line for the email and then create the body of the email using the text editor. Note that you can use the text formatting options, such as bold, underline, font, text size, text colour, etc (if you know HTML you can use the Toggle HTML Source option to edit the text as raw HTML, HTML = Hyper Text Mark Up Language).

NB: The 'Enter' key on your keyboard creates a new paragraph in the editor. If you just want to go to a new line, not a new paragraph, hold down the 'Shift' key and then press the 'Enter' key.

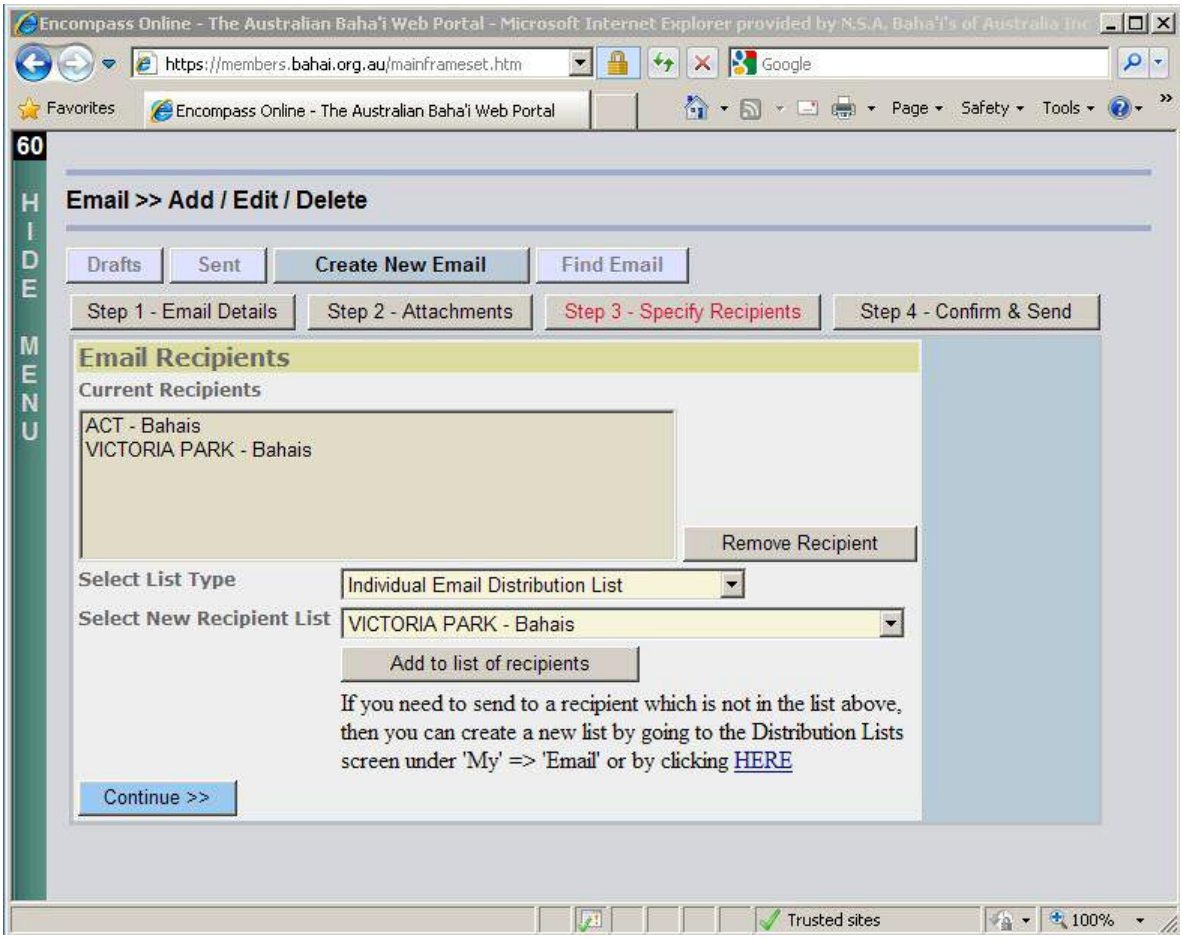
Click the 'Save and Continue' button to go to the next step. (This button will be called 'Update' if you are using the screen to change a previously saved draft email).



This step allows you to add attachments to your email. You can add up to six attachments by using the 'Browse' buttons to locate the files on your computer, entering a description of each file (optional – but can be used later for searching for the email), and finally by clicking on the 'Upload' button.

Once uploaded the attachments will appear as a list at the bottom of this screen and you can click on them to open and view them. You can also delete them if you want to remove them from the email: Additional attachments can be uploaded later when editing a draft email.

Click on the 'Continue' button to go to the next step.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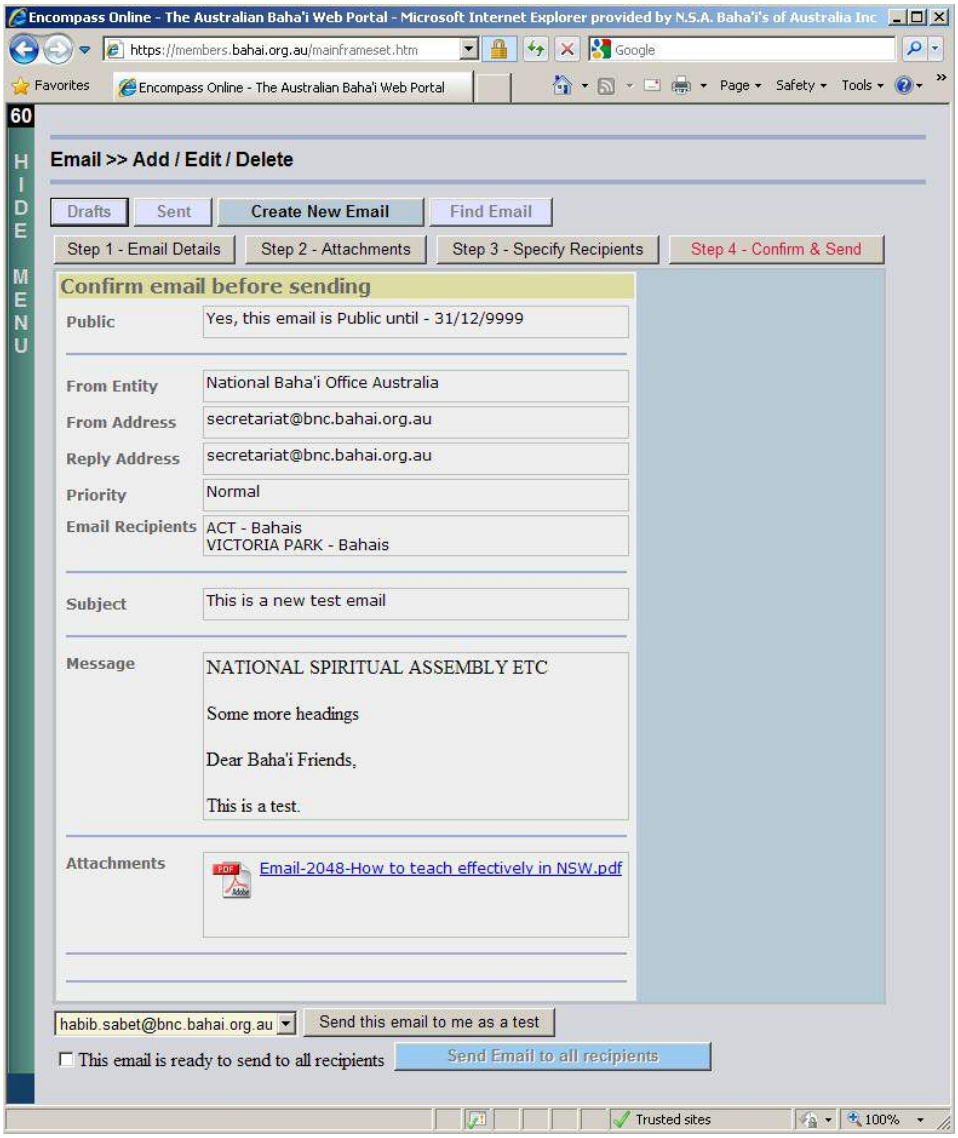
https://members.bahai.org.au/mainframeset.htm
Google
Favorites
Encompass Online - The Australian Baha'i Web Portal
Page
Safety
Tools
60
HIDE MENU
Email >> Add / Edit / Delete
Drafts
Sent
Create New Email
Find Email
Step 1 - Email Details
Step 2 - Attachments
Step 3 - Specify Recipients
Step 4 - Confirm & Send
Email Recipients
Current Recipients
ACT - Bahais
VICTORIA PARK - Bahais
Remove Recipient
Select List Type
Individual Email Distribution List
Select New Recipient List
VICTORIA PARK - Bahais
Add to list of recipients
If you need to send to a recipient which is not in the list above, then you can create a new list by going to the Distribution Lists screen under 'My' => 'Email' or by clicking HERE
Continue >>
Trusted sites
100%

This step allows you to select the recipients for the email. Use the pick lists to find the Email Distribution Lists you need, and then use the 'Add to list of recipients' button. To remove a Distribution List from the Recipients highlight the list as shown above and click on the 'Remove Recipient' button.

The final step is to confirm and send the email.



Before sending to the recipients you can send the email to yourself as a test. To do this pick one of your email addresses and click on the button 'Send this email to me as a test'. This allows you to verify that the email is correct before sending it to all the recipients.

When you are ready to send the email to all recipients, use the tick box to enable the 'Send Email to all recipients' button, then click on the button. NB: Once you click that button the email will be sent to ALL recipients and cannot be stopped.

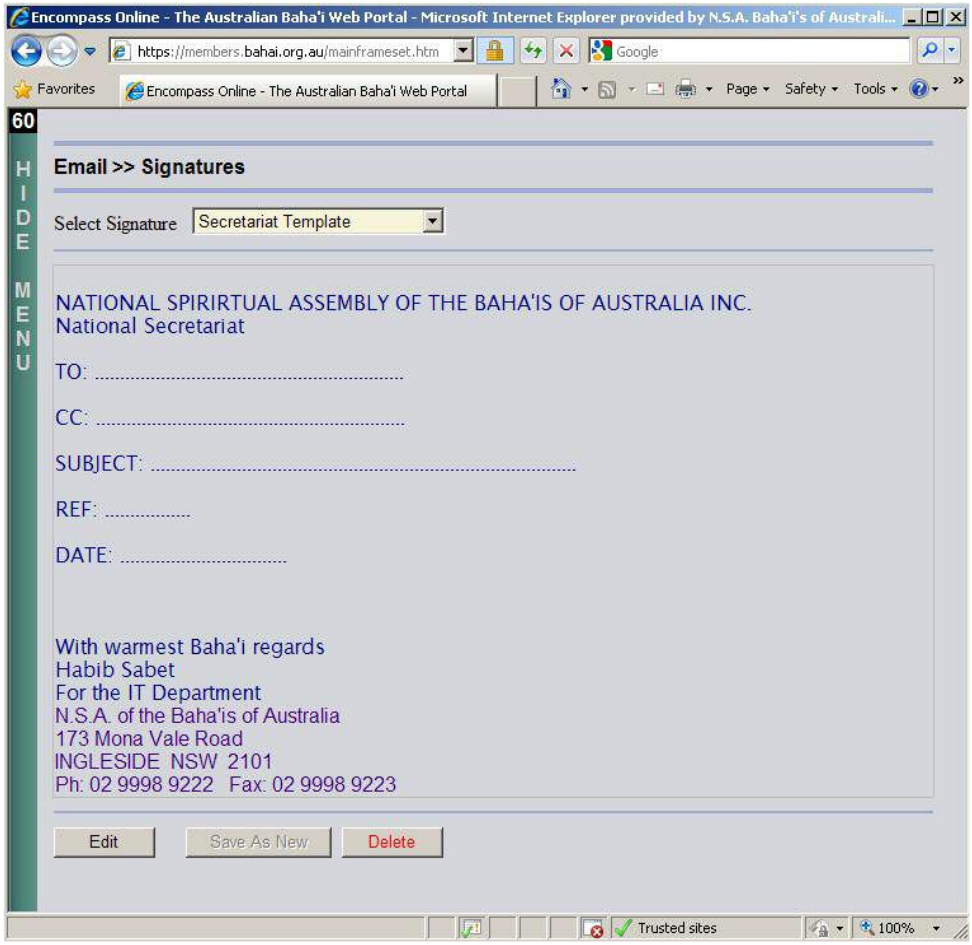
You are able to resend an email that you have sent in the past by searching for the email and opening it from the email list. Sent emails will open at the final step because they cannot be edited and changed, but they can be resent.

If you want to send an email that is similar, but not exactly the same, as one you have previously sent, search and find the one previously sent and use the 'Copy' link to make an editable draft copy of the email which you can change to meet your needs and then send.

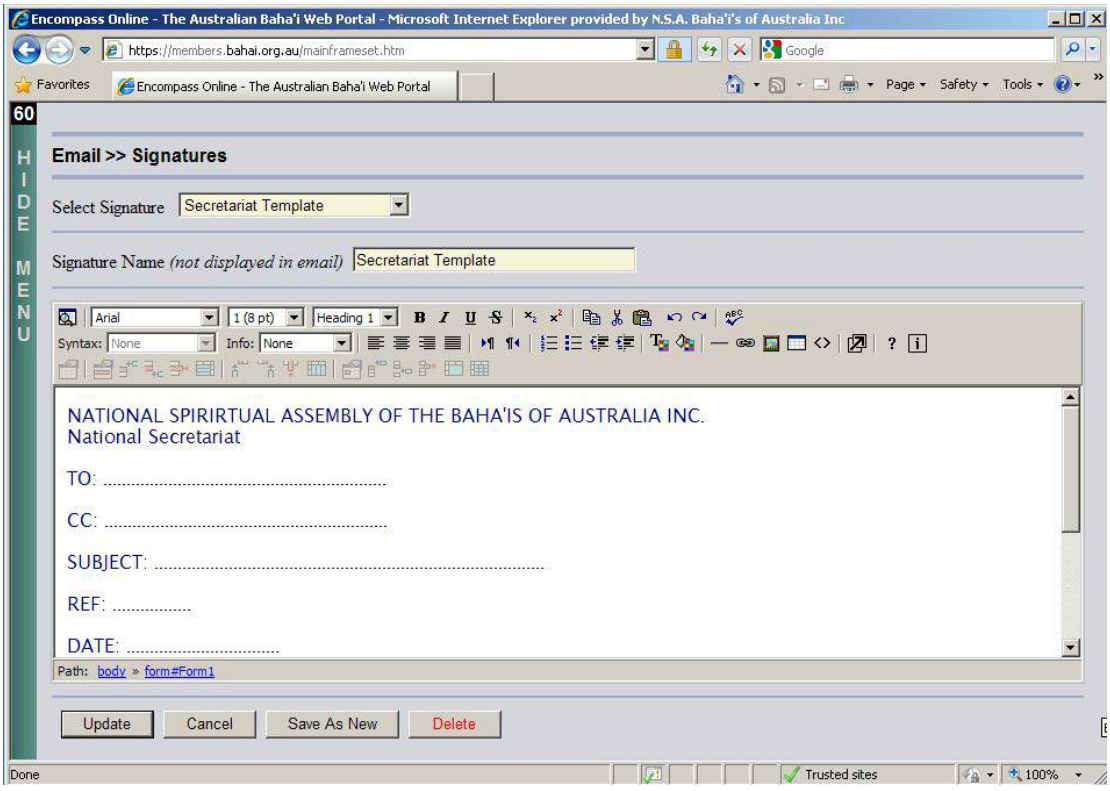
My – Manage your own Email Signatures/Templates

This screen is for creating and editing email signatures/templates for use with Encompass Email. When creating an email to send you can start with the text of a signature/template (see My – Email – Add/Edit/Delete).

Follow the menu links 'My' => 'Email' => 'Signatures' to access this screen. Below is an example of a template:



You can delete a signature/template by clicking on the delete button. Use the Edit button to change a signature/template. You will then see the following (this is a different signature to the one above):



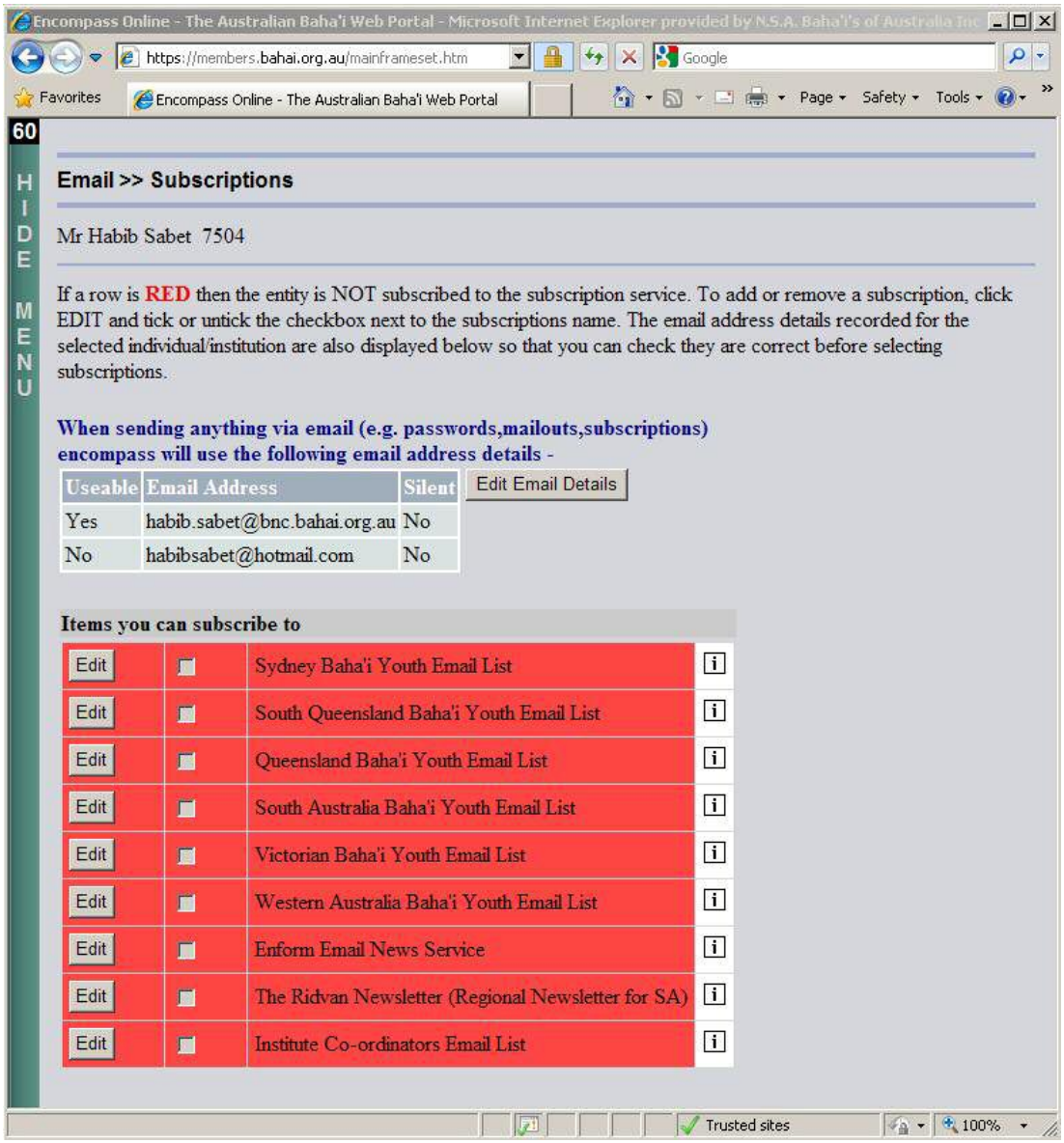
Make any changes to the text using the editor. Note that you can use the text formatting options, such as bold, underline, font, text size, text colour, etc (if you know HTML you can use the Toggle HTML Source option to edit the text as raw HTML, HTML = Hyper Text Mark Up Language).

NB: The ‘Enter’ key on your keyboard creates a new paragraph in the editor. If you just want to go to a new line, not a new paragraph, hold down the ‘Shift’ key and then press the ‘Enter’ key.

When happy with your changes click the Update button to save them. To create a new signature/template enter a new Signature Name (this must be unique) and click on the Save As New button.

My – Manage your own Email Subscriptions

You can subscribe/unsubscribe for various services provided by email through Encompass by following the menu links ‘My’ => ‘Email’ => ‘Subscriptions’, or by clicking on the ‘Subscribe or Un-subscribe to Encompass and other Email Publications’ link on the homepage. This is exactly the same as if you had gone to the menu item ‘Individuals’ => ‘Email’ => ‘Subscriptions’ and searched for your own record manually.
For more information on this screen please refer to – **Individuals/Institutions – Email Subscriptions**

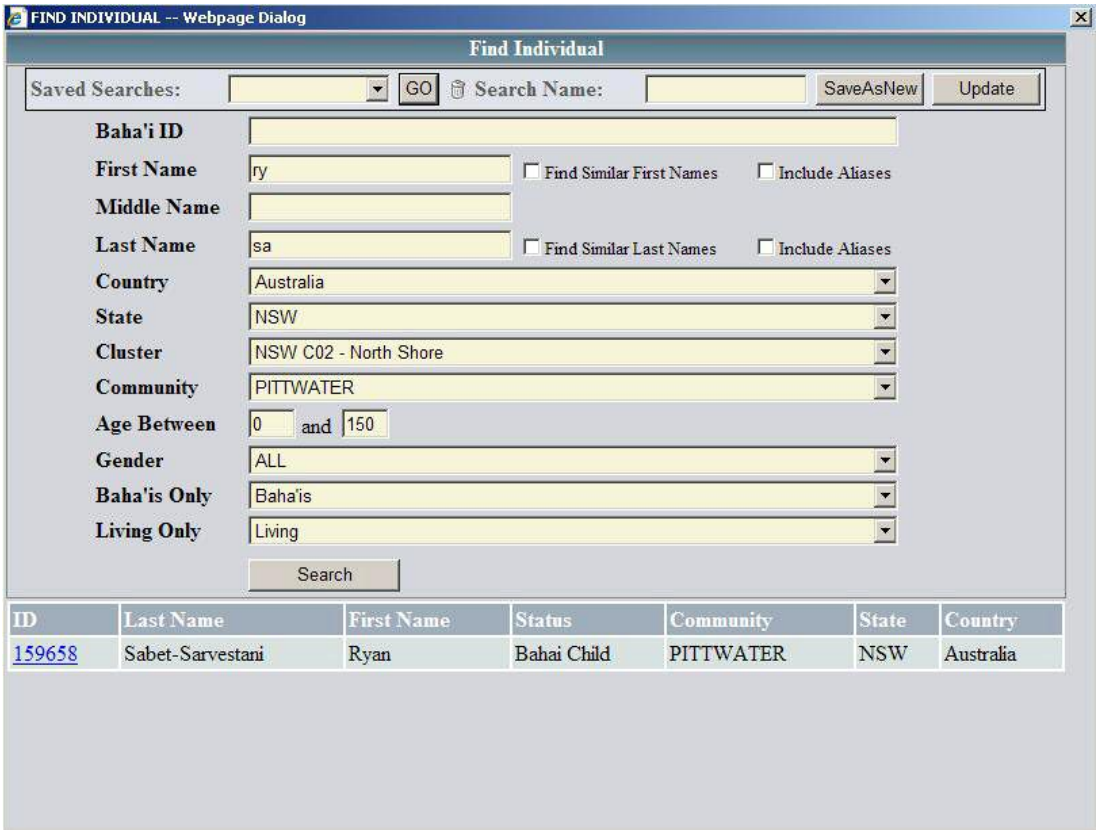

Encompass Online - The Australian Baha'i Web Portal - Microsoft Internet Explorer provided by N.S.A. Baha'i's of Australia Inc
https://members.bahai.org.au/mainframeset.htm
Google
Favorites
Encompass Online - The Australian Baha'i Web Portal
Page
Safety
Tools
60
HIDE MENU
Email >> Subscriptions
Mr Habib Sabet 7504
If a row is RED then the entity is NOT subscribed to the subscription service. To add or remove a subscription, click EDIT and tick or untick the checkbox next to the subscriptions name. The email address details recorded for the selected individual/institution are also displayed below so that you can check they are correct before selecting subscriptions.
When sending anything via email (e.g. passwords,mailouts,subscriptions) encompass will use the following email address details -
Useable
Email Address
Silent
Edit Email Details
Yes
habib.sabet@bnc.bahai.org.au
No
No
habibsabet@hotmail.com
No
Items you can subscribe to
Edit
Sydney Baha'i Youth Email List
South Queensland Baha'i Youth Email List
Queensland Baha'i Youth Email List
South Australia Baha'i Youth Email List
Victorian Baha'i Youth Email List
Western Australia Baha'i Youth Email List
Enform Email News Service
The Ridvan Newsletter (Regional Newsletter for SA)
Institute Co-ordinators Email List
Trusted sites
100%

Individual – Search

A number of screens in Encompass require you to search and find an Individual, e.g. Individuals - View screen. This is relevant only if you have access to view or update details of individuals other than yourself.

When entering the name of the individual to search for, you are allowed to enter parts of a name if unsure of the spelling. For example entering “ste” for the “First Name” will return people with names like “Stephen”, “Steven”, “Lester” and “Steve”.

Depending on your level of access, the communities you will able to select from will vary. When you click ‘Search’, the results of matching people are displayed below the search button. To select the person from the list of results, simply click on their Baha’i ID number, you will then be taken to the page that originally opened the search window.



If there is a search which you would like to save for later use, you can do this by typing a name for the search in the ‘Search Name’ field at the top of the search screen. Then click the ‘Save As New’ button to save the search. This will cause it to be added in the list of Saved Searches on the top left hand side of the search screen.

You can always load previously saved searches by selecting them from the drop list of ‘Saved Searches’ and then clicking on the ‘GO’ button. This will cause the fields to automatically be populated with the values which you had specified for that particular search.

To update an existing saved search, after selecting it from the drop list of saved searches, enter the new values in the search fields and then click on the ‘Update’ button.

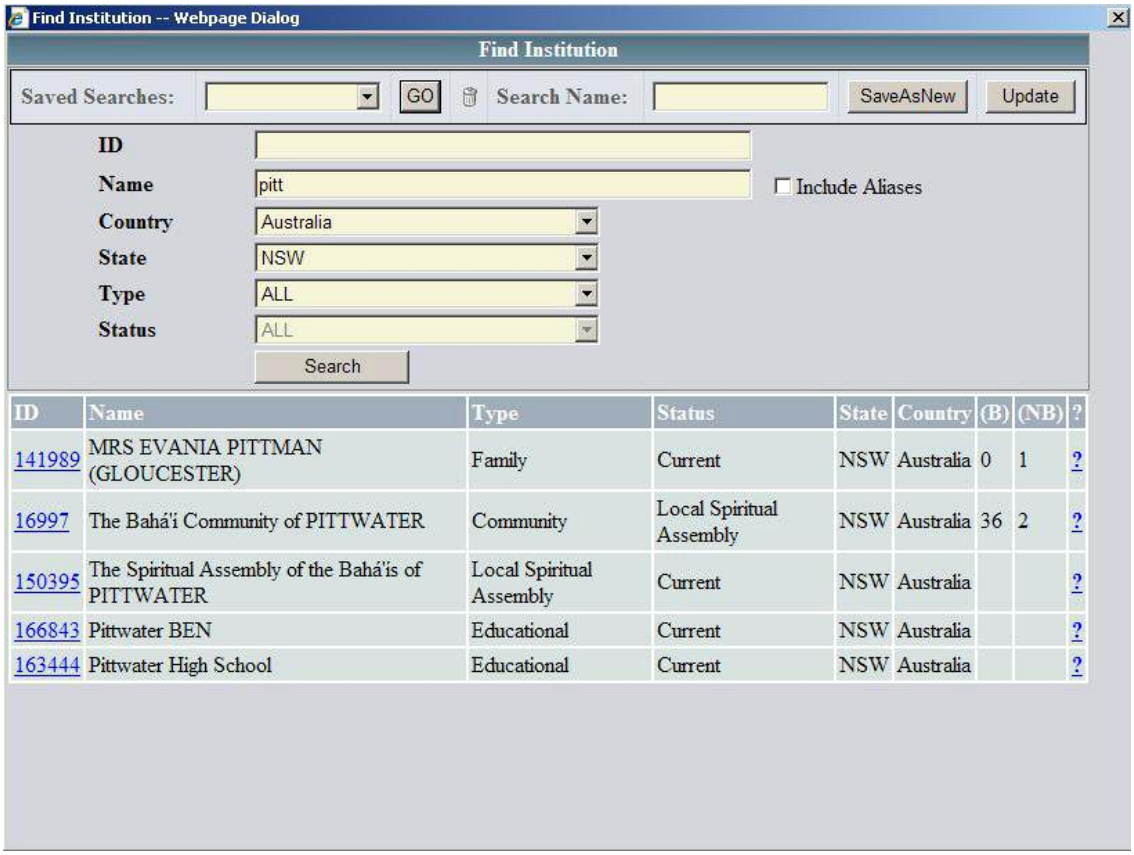
If you wish to delete a saved search, after selecting it from the drop list, click the small garbage bin icon next to the ‘GO’ button to delete it.

To clear the screens fields back to their default values, select the blank item on the ‘Saved Searches’ drop list (the first item in the list) and then click ‘GO’.

Institution – Search

A number of screens in Encompass require you to search and find an Institution, e.g. Institutions - View screen.

The Institution Search screen works in the same way as the Individual Search screen except the fields displayed are different. Whenever you click on a button that requires you to select an Institution you will see the Institution Search screen appear as a pop-up:



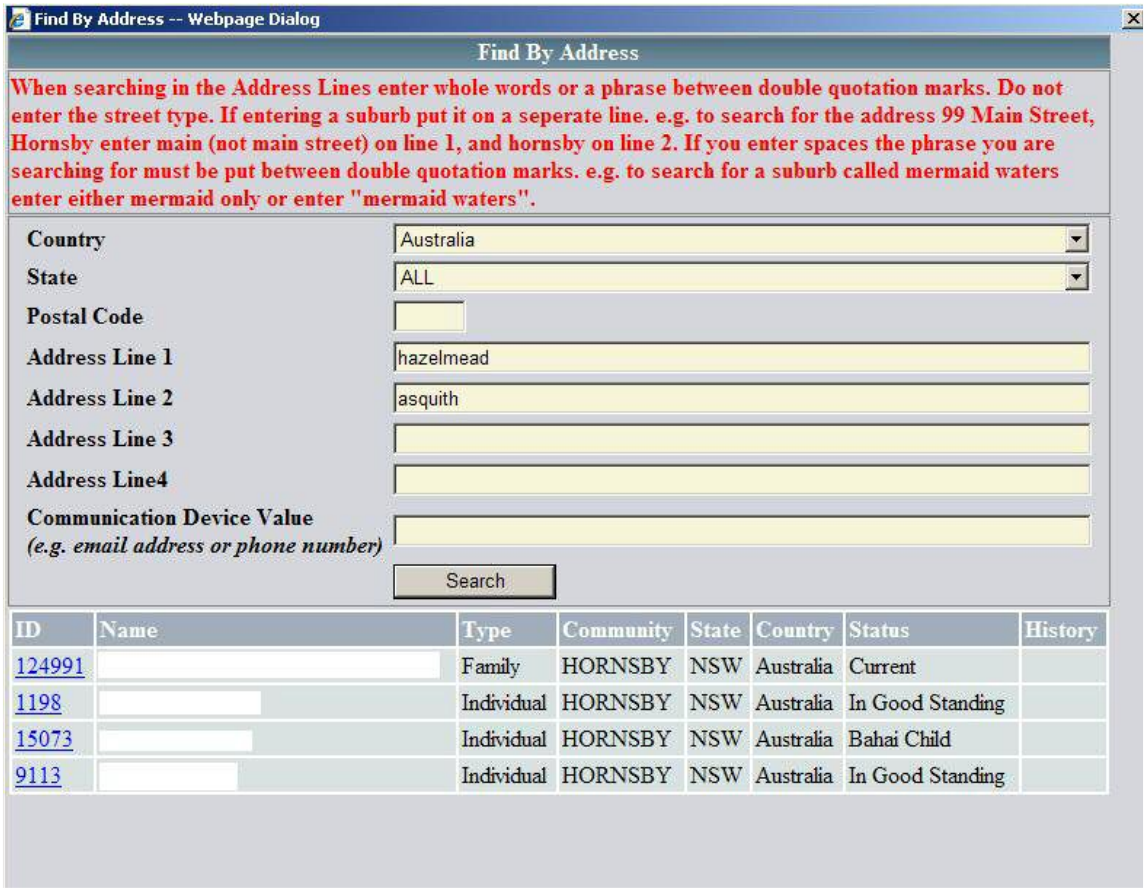
In the list of matching Institutions, if the Institution is either a community or a family you will notice that there are numbers displayed for the columns (B) and (NB) this shows the number of Baha’is and Non-Baha’is in the Institution. To view who the members in these Institutions are you can click on the ‘?’ question mark.

Address Search

The Address Search screen works in a similar way to the other search screens except the fields displayed are different, and it will find all Individuals and Institutions with Residential or Postal address matching the search criteria (and only those which your security level allows). Only Individuals and Institutions to which you have access will be returned by the Search.

Additional guidance on how to search is provided at the top of the screen itself.

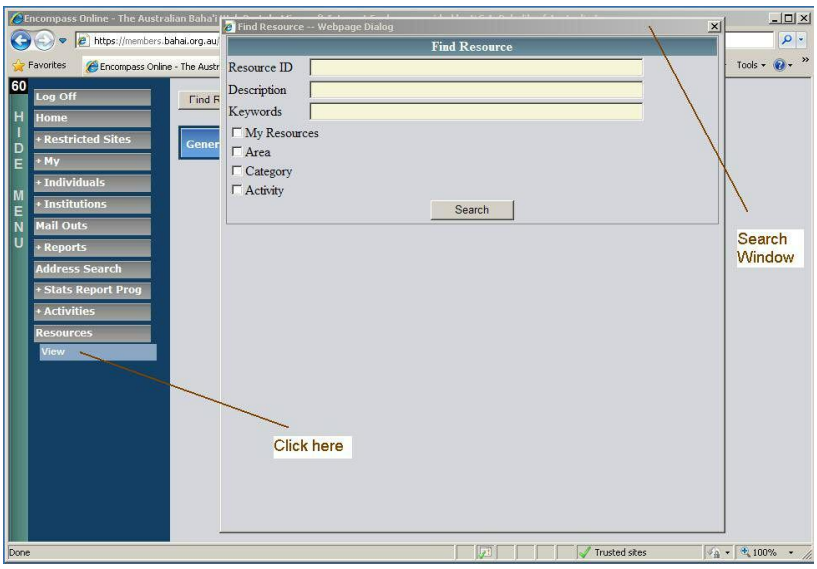
The Address Search screen can be accessed from the main menu link ‘Address Search’, from menu item ‘Individuals’ => ‘View’ and from menu item ‘Institutions’ => ‘View’.



Resources - Search

All Baha’is have access to Resources that have been uploaded to Encompass, but only to those relevant to their geographical area, i.e. Community, Cluster, State and Country.

Log into Encompass website, on the left hand side menu, click *Resources* menu item and then click *View*. The *Search Window* will appear (as below). If you click on *Search* on the *search window*, you will be able to see all the Resources that you have access to. They either fall into your geographical area or belong to institutions you are a member of.



If you know the Resource ID (identification number) you may type it into the *Resource ID* field and click *Search*. If you are after more than one Resource and you know all their IDs, You can enter more than one ID separated by commas such as '*125,352,1142*' and then click *Search*. Then you will get a list of those Resources with those ID numbers displayed on the screen and you can click on ID number to view the Resource details.

Please note that if you type something in the *Resource ID* field, all other options below that field are ignored and the software only searches for those IDs. To use other search options, this field needs to be cleared.

If you know the description or part of the description of the Resource, you can type one or more words from the description into the *Description* field and click *search*. The *search window* then shows you those Resources that contain the words you typed in their descriptions.

Many Resources can have keywords associated with them. To narrow the search results to those, you can type in those keywords in *Keywords* field and click *Search*.

Every Resource has an owner assigned when uploading the Resource. The owner can be an individual or institution. If you are looking for Resources of which you are the owner, by checking the option *My Resources*, you will narrow the search results to those Resources that you own.

Every Resource belongs to a geographical area. If you check the *Area* option, you can then check to choose which area or areas the resultant Resources belong to.

You may choose to filter your search results on those Resources that belong to one or more categories. In this case check the *Category* box and then check those categories you want your search result to display.

You may want those Resources that fall into one or more activity types or courses within activity types. In this case check the *Activity* box and then check the *Activity Types* and then the *Course* that the Resources are assigned to. You may choose multiple activity type and also multiple courses. If you wish to choose all the courses within an activity type, check the '*ALL'* box for that activity type. The '*ALL'* box, together with other courses appear when you check an activity type.

When you have completed choosing options, click *Search* and the list of Resources according to your search will appear below the search options. If no list appears, this means there are no Resources meeting the criteria you chose. You can try again by choosing different search options related to the Resources you are after and then click *Search* again.

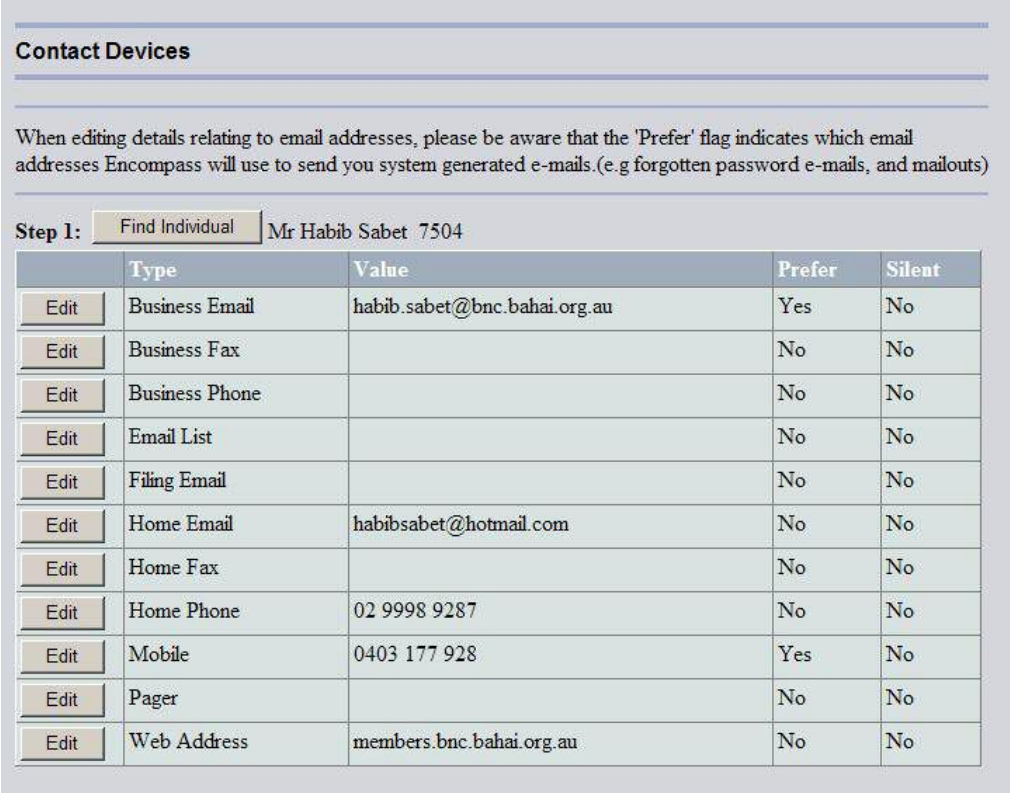
Once you find those Resources you are looking for, click on one of the IDs and you can then view and download the Resource. To choose another Resource to view, click on *Find Resource* button and you get the *Search Window* again, with all your previous chosen options preserved. You can click *Search* and choose another Resource to view or change your search options.

Individuals/Institutions – Edit Contact Devices

For individuals follow the menu links ‘Individuals’ => ‘Contact Devices’.
For institutions follow the menu links ‘Institutions’ => ‘Contact Devices’

When you click ‘Contact Devices’, the ‘Find Individual’ (or ‘Find Institution’) popup window appears, asking for the details of the person/institution to search for. When entering the name, you are allowed to enter parts of a name if unsure of the spelling. For example entering “Ste” for a “First Name” will return people with names like “Stephen”, “Steven” and “Steve”.

From the search results list, click on the blue Baha’i ID link of the entity you wish to select. You will be taken to a page that displays that persons/institutions contact details.



Contact Devices

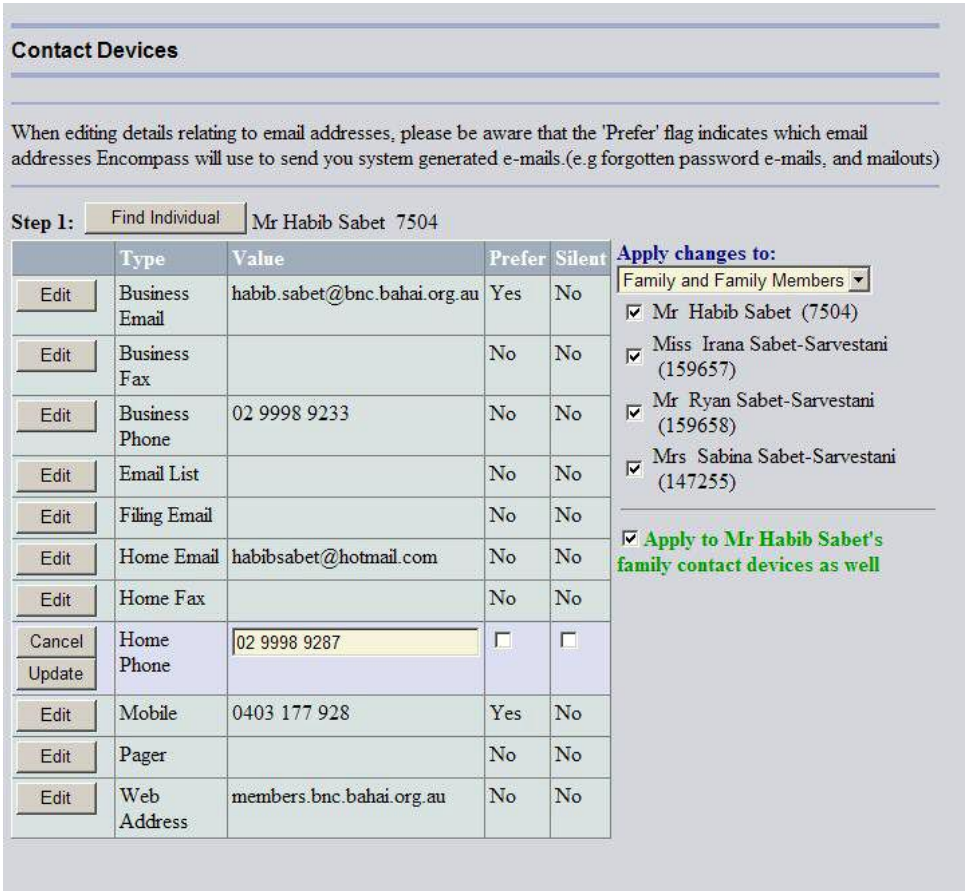
When editing details relating to email addresses, please be aware that the 'Prefer' flag indicates which email addresses Encompass will use to send you system generated e-mails.(e.g forgotten password e-mails, and mailouts)

Step 1: Find Individual Mr Habib Sabet 7504

	Type	Value	Prefer	Silent
Edit	Business Email	habib.sabet@bnc.bahai.org.au	Yes	No
Edit	Business Fax		No	No
Edit	Business Phone		No	No
Edit	Email List		No	No
Edit	Filing Email		No	No
Edit	Home Email	habibsabet@hotmail.com	No	No
Edit	Home Fax		No	No
Edit	Home Phone	02 9998 9287	No	No
Edit	Mobile	0403 177 928	Yes	No
Edit	Pager		No	No
Edit	Web Address	members.bnc.bahai.org.au	No	No

If you set the “Prefer” value for any contact device to ‘yes’, then it will be given priority to be used to contact you**. Please make sure you have at least one e-mail address entered with the “Prefer” flag set to ‘yes’. If you do not, then you cannot receive any system generated e-mails.**

In this example below, if you want to edit your Home Phone, you simply click on the ‘Edit’ button on that row and the screen will allow you to edit the value.


Contact Devices
When editing details relating to email addresses, please be aware that the 'Prefer' flag indicates which email addresses Encompass will use to send you system generated e-mails.(e.g forgotten password e-mails, and mailouts)
Step 1: Find Individual Mr Habib Sabet 7504
Type Value Prefer Silent
Edit Business Email habib.sabet@bnc.bahai.org.au Yes No
Edit Business Fax No No
Edit Business Phone 02 9998 9233 No No
Edit Email List No No
Edit Filing Email No No
Edit Home Email habibsabet@hotmail.com No No
Edit Home Fax No No
Cancel Update Home Phone 02 9998 9287
Edit Mobile 0403 177 928 Yes No
Edit Pager No No
Edit Web Address members.bnc.bahai.org.au No No
Apply changes to:
Family and Family Members
Mr Habib Sabet (7504)
Miss Irana Sabet-Sarvestani (159657)
Mr Ryan Sabet-Sarvestani (159658)
Mrs Sabina Sabet-Sarvestani (147255)
Apply to Mr Habib Sabet's family contact devices as well

If you are editing the contact devices of an individual or family, whenever you click 'Edit' you will notice an 'Apply Changes To' option appear.

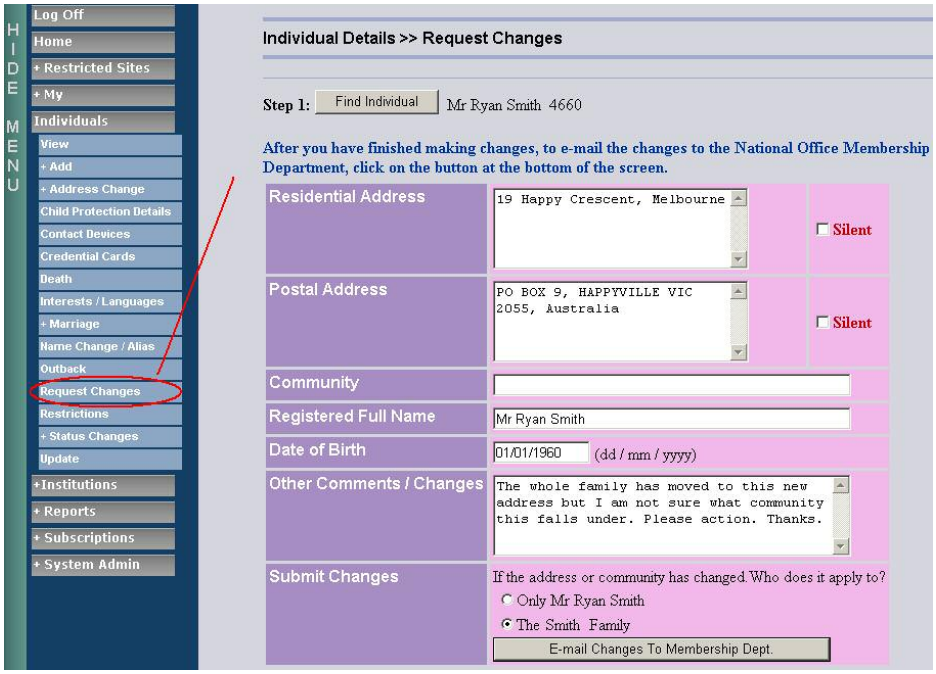
Before clicking on the 'Update' button to save your changes, check that the 'Apply changes to' option on the right is exactly what you want. You can choose to apply the changes to the single person only, OR to also apply the changes to the other family members and the household by changing the drop list under 'Apply Changes to' to be "Family and Family Members".

- Every person ticked will also be updated in this example with the new Home Phone number.
- Since the box next to the green text at the bottom of the list has also been ticked, the new home phone number will apply to the households details as well, and not just the individual family members in that household.
- Please Note: Changing an individual's contact details, will NOT automatically change their family (household) details unless you tick the box next to the green text which says "Apply changes to Mr X 's family contact details as well"

Individuals – Request any other changes which you cannot do yourself

This screen is available to Secretaries and Membership Officers of Communities, Local Spiritual Assemblies, and Regional Baha'i Councils, as well as National Office Staff.

For all types of membership changes which you cannot do using another screen, you should use the "Request Changes" screen.
Follow the menu items 'Individuals' => 'Request Changes'. When you click 'Request Changes' the 'Find Individual' popup window appears, asking for the details of the person to search for. After you have made your selection from the search pop-up, the following screen will appear.

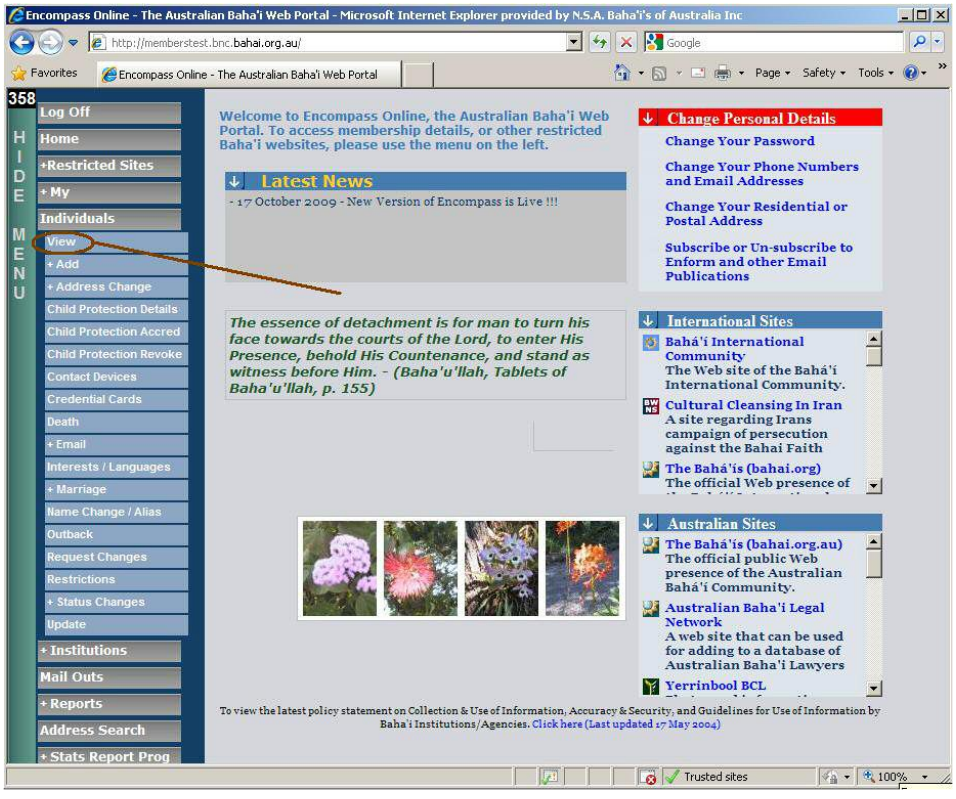


Just enter the new values in the text boxes by typing over the current values, and when done, click the button “E-mail Changes to Membership Dept”. Unlike other screens which make changes to the database immediately, this screen will email the new details to the Membership Department who will then action it.

If there is more information you want to convey or you want to change other details not shown on the screen , use the ‘Other Comments/Changes’ field to enter it.

Individuals - View an Individuals Details

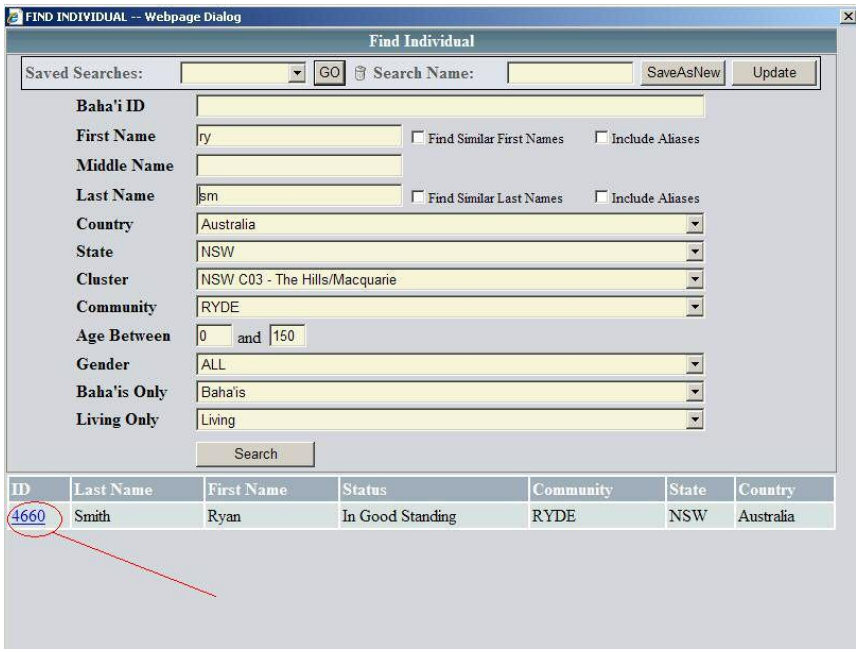
You can view an individual’s details by clicking on the menu link ‘Individuals’ and then on the sub-link ‘View’


Encompass Online - The Australian Baha'i Web Portal - Microsoft Internet Explorer provided by N.S.A. Baha'i's of Australia Inc
http://memberstest.bnc.bahai.org.au/
Encompass Online - The Australian Baha'i Web Portal
358
HIDE MENU
Log Off
Home
+Restricted Sites
+ My
Individuals
View
+ Add
+ Address Change
Child Protection Details
Child Protection Accred
Child Protection Revoke
Contact Devices
Credential Cards
Death
+ Email
Interests / Languages
+ Marriage
Name Change / Alias
Outback
Request Changes
Restrictions
+ Status Changes
Update
+ Institutions
Mail Outs
+ Reports
Address Search
+ Stats Report Prog
Welcome to Encompass Online, the Australian Baha'i Web Portal. To access membership details, or other restricted Baha'i websites, please use the menu on the left.
Latest News
- 17 October 2009 - New Version of Encompass is Live !!!
The essence of detachment is for man to turn his face towards the courts of the Lord, to enter His Presence, behold His Countenance, and stand as witness before Him. - (Baha'u'llah, Tablets of Baha'u'llah, p. 155)
Change Personal Details
Change Your Password
Change Your Phone Numbers and Email Addresses
Change Your Residential or Postal Address
Subscribe or Un-subscribe to Enform and other Email Publications
International Sites
Bahá'í International Community
The Web site of the Bahá'í International Community.
Cultural Cleansing In Iran
A site regarding Irans campaign of persecution against the Bahai Faith
The Bahá'ís (bahai.org)
The official Web presence of
Australian Sites
The Bahá'ís (bahai.org.au)
The official public Web presence of the Australian Bahá'í Community.
Australian Baha'i Legal Network
A web site that can be used for adding to a database of Australian Baha'i Lawyers
Yerrinbool BCL
To view the latest policy statement on Collection & Use of Information, Accuracy & Security, and Guidelines for Use of Information by Baha'i Institutions/Agencies. Click here (Last updated 17 May 2004)
Trusted sites
100%

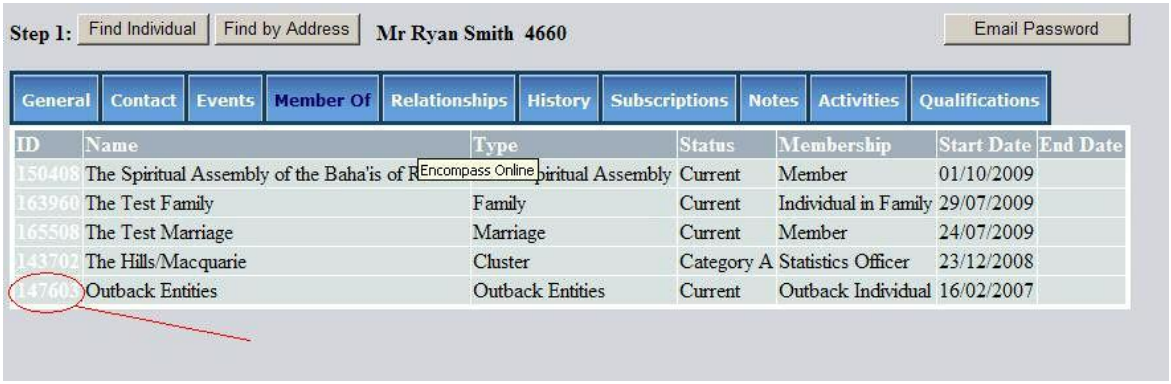
When you click ‘View’, the ‘Find Individual’ popup window appears, asking for the details of the person to search for. When entering the name, you are allowed to enter parts of a name if unsure of the spelling. For example entering “Ste” for the “First Name” will return people with names like “Stephen”, “Steven” and “Steve”.

Depending on your level of access, the communities you will able to select from will vary.
For example members of Local Spiritual Assemblies will only be able to select from one Community whereas members of Regional Baha’i Councils will be able to select from all Communities in their state.

When you click ‘Search’, the results of matching people are displayed below the search button. To select the person from the list, simply click on their Baha’i ID number.



From the search results list, when you have clicked on the blue Baha’i ID link of the person you wish to select, you will be taken to a page that displays that person’s details.



You will notice that there are blue ‘tabs’ you can click on to view different categories of information about the individual, e.g. General, Contact, Events.

You will also notice that whenever an ID number is displayed, you can click on it to view the details of that particular individual or institution. For example on the screenshot above, you could click on the white link next to ‘Outback Entities’ and it will take you directly to the details of the Outback Entities. **If the ID number is NOT a link and is just text, this means that you do not have access to that Institution or Individual due to your security level.**

Two new tabs, Activities and Qualifications were added to show details relating to participation in Core Activities in the Bahá'í Community. An example of the details available on the Activities tab is shown below. The drop list on the tab can be used to swap between details of the Activities that the Individual Participated in, and the Activities that the Individual Facilitated.

General | Contact | Events | Member Of | Relationships | History | Subscriptions | Notes | Activities | Qualifications

Select Participated or Facilitated Participated

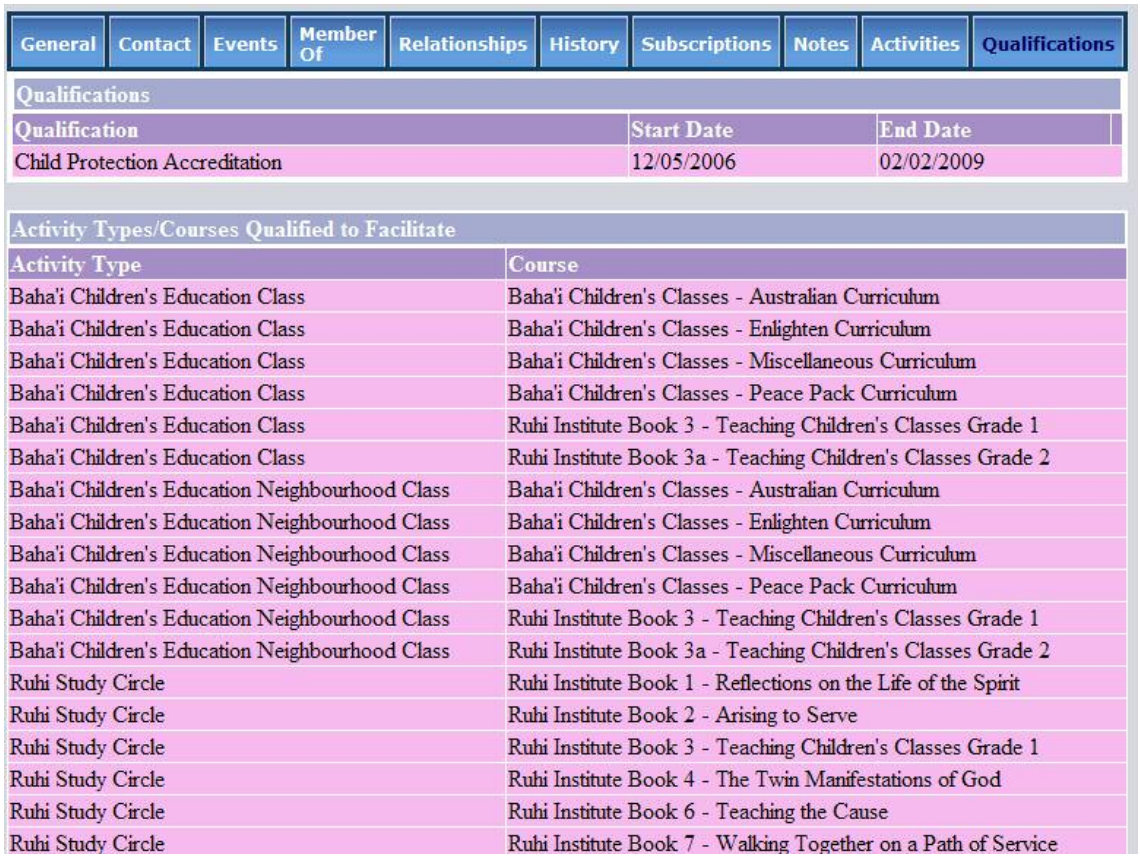
Course Activities Participated

ID	Type	Course	Community	Start date	End date	% Completed	Successful
4840	SC	Ruhi Institute Book 7 - Walking Together on a Path of Service	KU-RING-GAI	05/02/2006	17/09/2006	85	Yes
4058	SC	Ruhi Institute Book 6 - Teaching the Cause	WARRINGAH	02/02/2005	18/12/2005	85	Yes
3806	SC	Ruhi Institute Book 2 - Arising to Serve	HORNSBY	25/01/2005	10/03/2005	100	Yes
2987	SC	Ruhi Institute Book 4 - The Twin Manifestations of God	KU-RING-GAI	30/05/2004	17/12/2004	85	Yes
2912	SC	Ruhi Institute Book 3 - Teaching Children's Classes Grade 1	KU-RING-GAI	29/02/2004	23/05/2004	80	Yes
3266	OC	Child Protection Policy Training	HORNSBY	02/02/2004	02/02/2004	100	Yes
860	SC	Ruhi Institute Book 1 - Reflections on the Life of the Spirit	HORNSBY	09/06/2002	22/09/2002	100	Yes

Class Activities Participated

ID	Type	Educational Institution	Community	Start date	End date

An example of the details available on the Qualifications tab is shown below. There are two sections, the first shows specific Qualifications such as Child protection Accreditation, when it commenced, and when it expires. If the Qualification has already expired it will be highlighted in red. The second section shows all the Activity Type/Course pairs that the Individual is able to Facilitate, i.e. he/she has completed all the pre-requisites to be a Facilitator.



General | Contact | Events | Member Of | Relationships | History | Subscriptions | Notes | Activities | Qualifications

Qualifications

Qualification	Start Date	End Date
Child Protection Accreditation	12/05/2006	02/02/2009

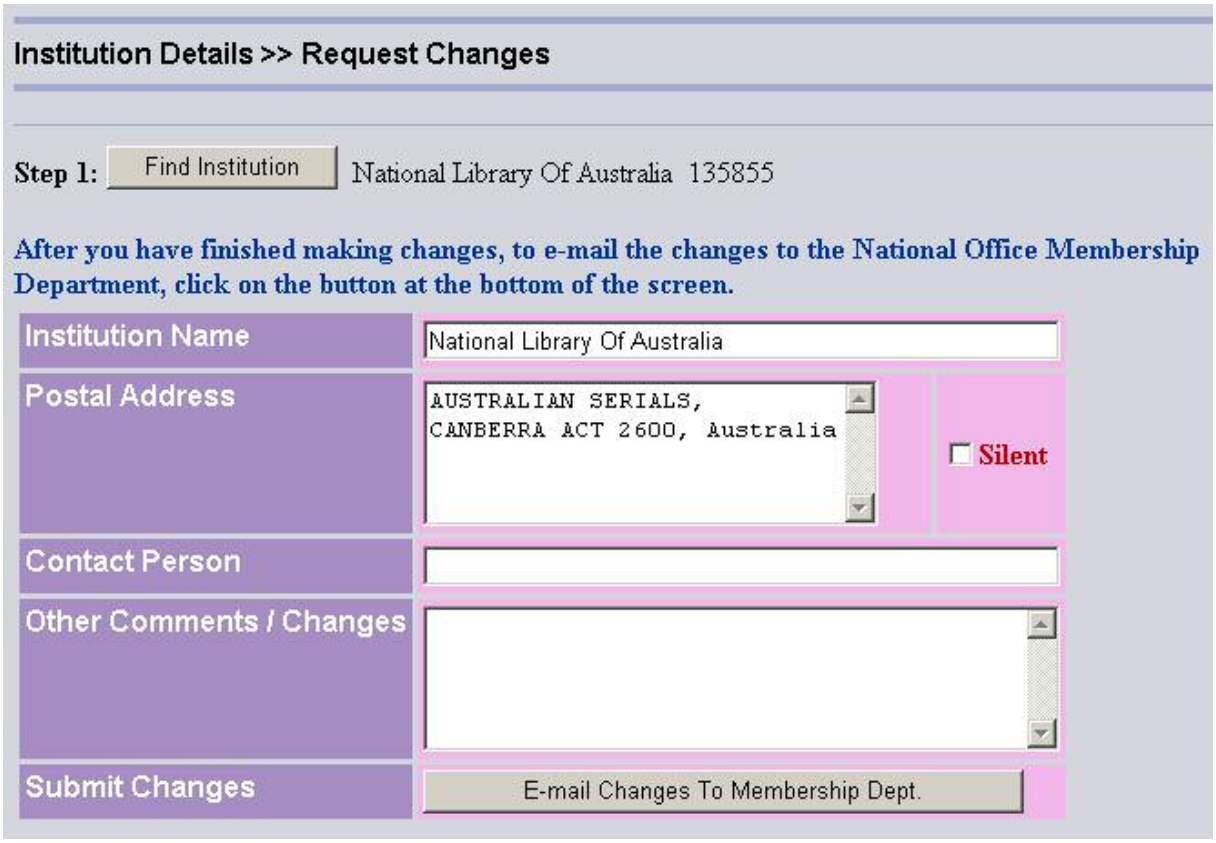
Activity Types/Courses Qualified to Facilitate

Activity Type	Course
Baha'i Children's Education Class	Baha'i Children's Classes - Australian Curriculum
Baha'i Children's Education Class	Baha'i Children's Classes - Enlighten Curriculum
Baha'i Children's Education Class	Baha'i Children's Classes - Miscellaneous Curriculum
Baha'i Children's Education Class	Baha'i Children's Classes - Peace Pack Curriculum
Baha'i Children's Education Class	Ruhi Institute Book 3 - Teaching Children's Classes Grade 1
Baha'i Children's Education Class	Ruhi Institute Book 3a - Teaching Children's Classes Grade 2
Baha'i Children's Education Neighbourhood Class	Baha'i Children's Classes - Australian Curriculum
Baha'i Children's Education Neighbourhood Class	Baha'i Children's Classes - Enlighten Curriculum
Baha'i Children's Education Neighbourhood Class	Baha'i Children's Classes - Miscellaneous Curriculum
Baha'i Children's Education Neighbourhood Class	Baha'i Children's Classes - Peace Pack Curriculum
Baha'i Children's Education Neighbourhood Class	Ruhi Institute Book 3 - Teaching Children's Classes Grade 1
Baha'i Children's Education Neighbourhood Class	Ruhi Institute Book 3a - Teaching Children's Classes Grade 2
Ruhi Study Circle	Ruhi Institute Book 1 - Reflections on the Life of the Spirit
Ruhi Study Circle	Ruhi Institute Book 2 - Arising to Serve
Ruhi Study Circle	Ruhi Institute Book 3 - Teaching Children's Classes Grade 1
Ruhi Study Circle	Ruhi Institute Book 4 - The Twin Manifestations of God
Ruhi Study Circle	Ruhi Institute Book 6 - Teaching the Cause
Ruhi Study Circle	Ruhi Institute Book 7 - Walking Together on a Path of Service

Institutions – Request any other changes which you cannot do yourself

This screen is available to Secretaries and Membership Officers of Communities, Local Spiritual Assemblies, and Regional Baha'i Councils, as well as National Office Staff.

For all types of membership changes relating to Institutions which you cannot do using another screen, you should use the "Request Changes" screen.
Follow the menu items 'Institutions' => 'Request Changes'. When you click 'Request Changes' the 'Find Institution' popup window appears, asking for the details of the Institution to search for. After you have made your selection from the search pop-up, the following screen will appear.


Institution Details >> Request Changes
Step 1:
Find Institution
National Library Of Australia 135855
After you have finished making changes, to e-mail the changes to the National Office Membership Department, click on the button at the bottom of the screen.
Institution Name
National Library Of Australia
Postal Address
AUSTRALIAN SERIALS,
CANBERRA ACT 2600, Australia
Silent
Contact Person
Other Comments / Changes
Submit Changes
E-mail Changes To Membership Dept.

Just enter the new values in the text boxes by typing over the current values and when done, click the button "E-mail Changes to Membership Dept". Unlike other screens which make changes to the database immediately, this screen will email the new details to the Membership Department who will then action it.

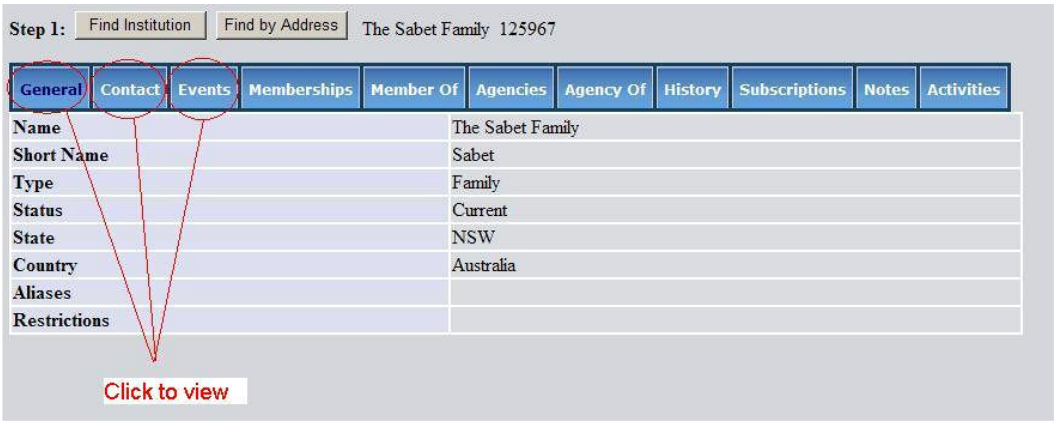
If you wish to change details not shown on the screen, type them into the 'Other Comments/Changes' field.

Institutions – View an Institutions Details

In Encompass, things other than individuals are accessible under the 'Institutions' link. This includes families, committees, and elected or appointed Institutions.

The Institutions accessible will vary depending on the user's role in the Baha'i Community. All individuals have read access to some Institutions, e.g. the National Baha'i Office. Members of Baha'i Institutions have access to the details of more Institutions – for example members of Local Spiritual Assemblies have read access to all Local Spiritual Assemblies in their country.

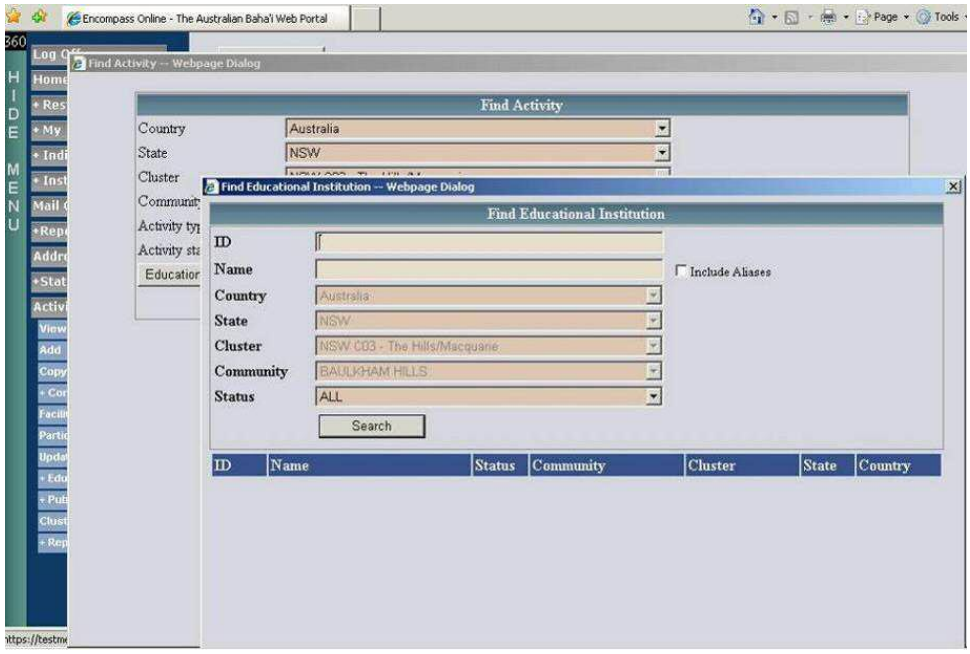
To view an institution, the same steps apply as for viewing an individual, except follow the menu items 'Institutions' => 'View'. When you click 'View' the 'Find Institution' popup window appears, asking for the details of the institution to search for. After you have made your selection from the search pop-up, the following screen will appear



For more details on the features of this screen, please refer to the "Individuals - View an Individuals Details" documentation as these screens are very similar.

Activities – Search and View an activity

A useful first step in using Activities on Encompass is locating a particular course. From the sidebar menu click on *Activities*, then *View*. A dialog box will appear in which various search criteria can be selected. The default setting for the dialog box is to find a children's education activity. To find such an activity we must first find the relevant Educational Institution.



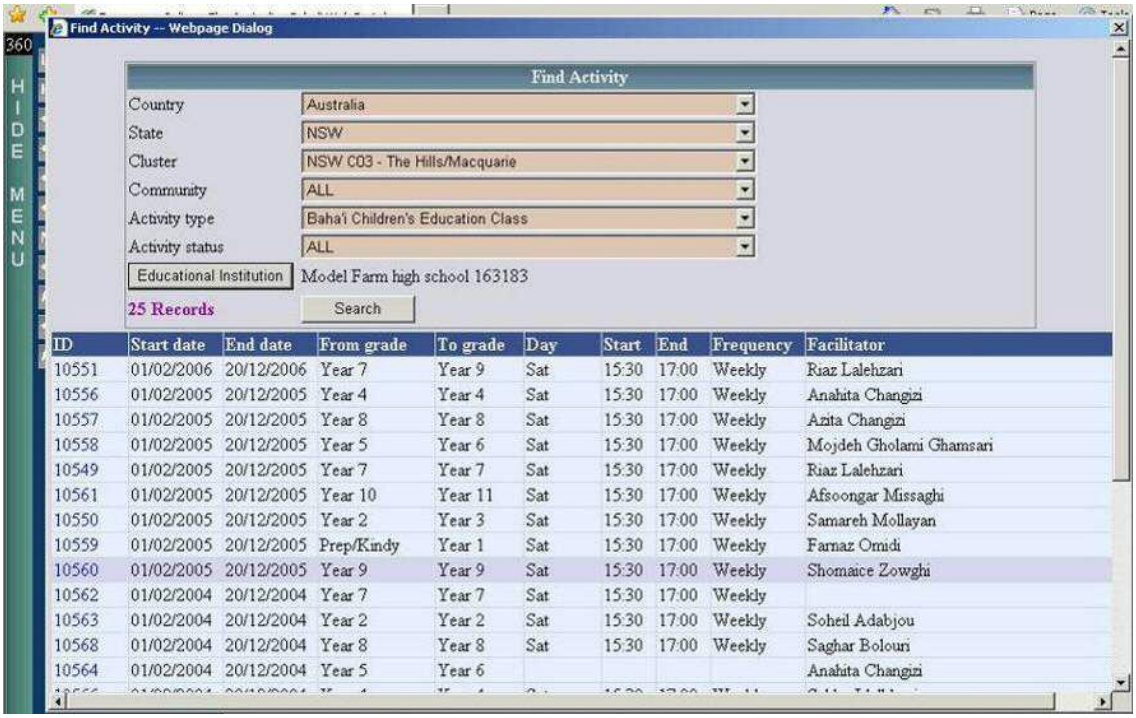
Find Activity and Find Educational Institution

Educational Institutions:

An Educational Institution is the school, home, or other venue, in which classes are held. Institutions may have multiple classes.

If the ID number or name of the institution is known it can be searched for accordingly at the top of the Find Educational Institution dialog box. The names of cluster or community can also be included in the search criteria. When ready, click *Search.*

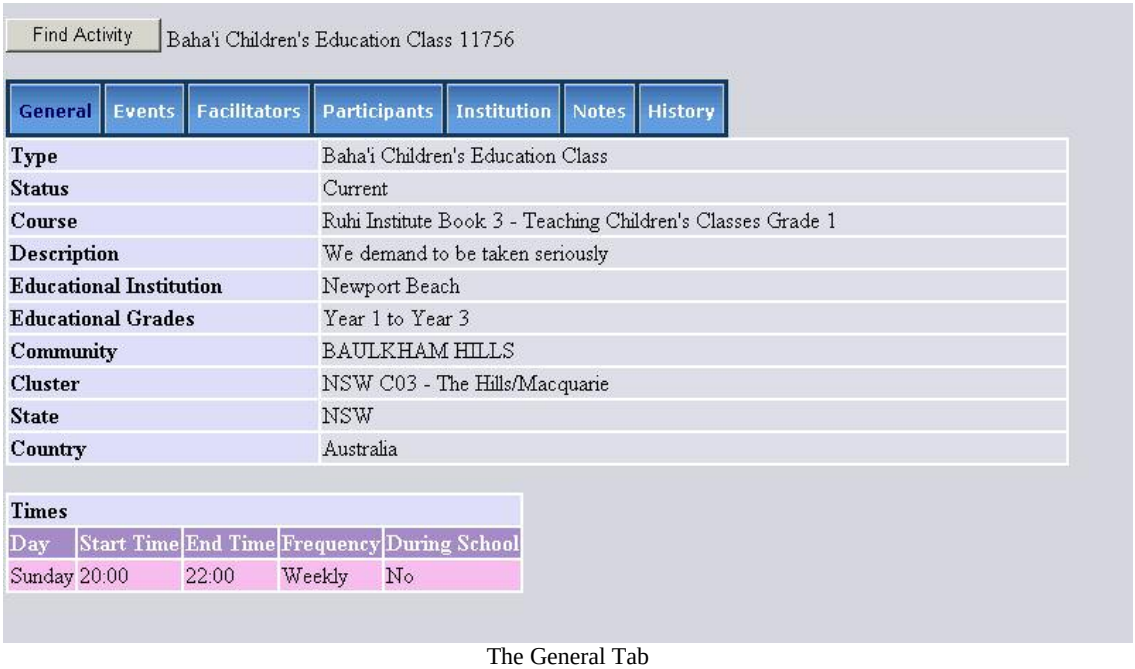
A list of educational institutions will appear. After locating the desired institution, click on the blue ID number on the left side of the record.



ID	Start date	End date	From grade	To grade	Day	Start	End	Frequency	Facilitator
10551	01/02/2006	20/12/2006	Year 7	Year 9	Sat	15:30	17:00	Weekly	Riaz Lalehzari
10556	01/02/2005	20/12/2005	Year 4	Year 4	Sat	15:30	17:00	Weekly	Anahita Changizi
10557	01/02/2005	20/12/2005	Year 8	Year 8	Sat	15:30	17:00	Weekly	Azita Changizi
10558	01/02/2005	20/12/2005	Year 5	Year 6	Sat	15:30	17:00	Weekly	Mojdeh Gholami Ghamsari
10549	01/02/2005	20/12/2005	Year 7	Year 7	Sat	15:30	17:00	Weekly	Riaz Lalehzari
10561	01/02/2005	20/12/2005	Year 10	Year 11	Sat	15:30	17:00	Weekly	Afsoongar Missaghi
10550	01/02/2005	20/12/2005	Year 2	Year 3	Sat	15:30	17:00	Weekly	Samareh Mollayan
10559	01/02/2005	20/12/2005	Prep/Kindy	Year 1	Sat	15:30	17:00	Weekly	Farnaz Omidi
10560	01/02/2005	20/12/2005	Year 9	Year 9	Sat	15:30	17:00	Weekly	Shomaice Zowghi
10562	01/02/2004	20/12/2004	Year 7	Year 7	Sat	15:30	17:00	Weekly	
10563	01/02/2004	20/12/2004	Year 2	Year 2	Sat	15:30	17:00	Weekly	Soheil Adabjou
10568	01/02/2004	20/12/2004	Year 8	Year 8	Sat	15:30	17:00	Weekly	Saghar Bolouri
10564	01/02/2004	20/12/2004	Year 5	Year 6					Anahita Changizi

After selecting an educational institution a list of classes will appear based upon search criteria.

After opening the children's activity in question, seven tabs will be visible at the top of the screen. These are titled: General, Events, Facilitators, Participants, Institution, Notes, and History. Click on the desired tab to view related information.

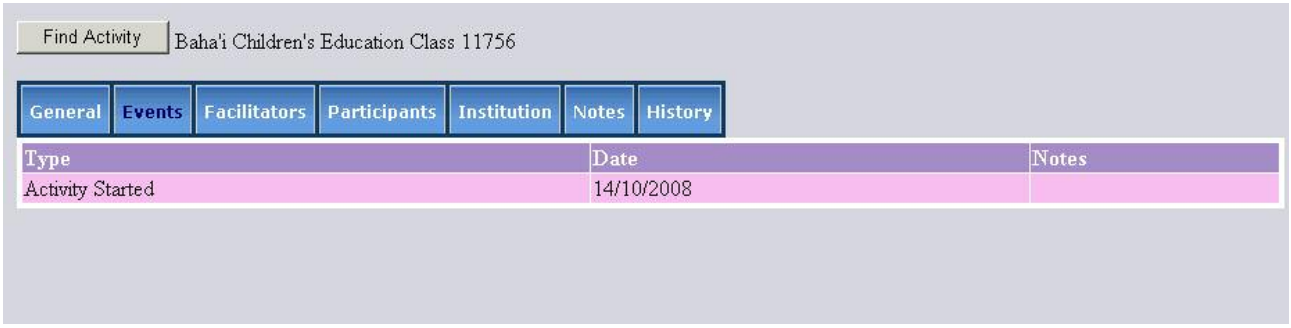


Type	Baha'i Children's Education Class
Status	Current
Course	Ruhi Institute Book 3 - Teaching Children's Classes Grade 1
Description	We demand to be taken seriously
Educational Institution	Newport Beach
Educational Grades	Year 1 to Year 3
Community	BAULKHAM HILLS
Cluster	NSW C03 - The Hills/Macquarie
State	NSW
Country	Australia

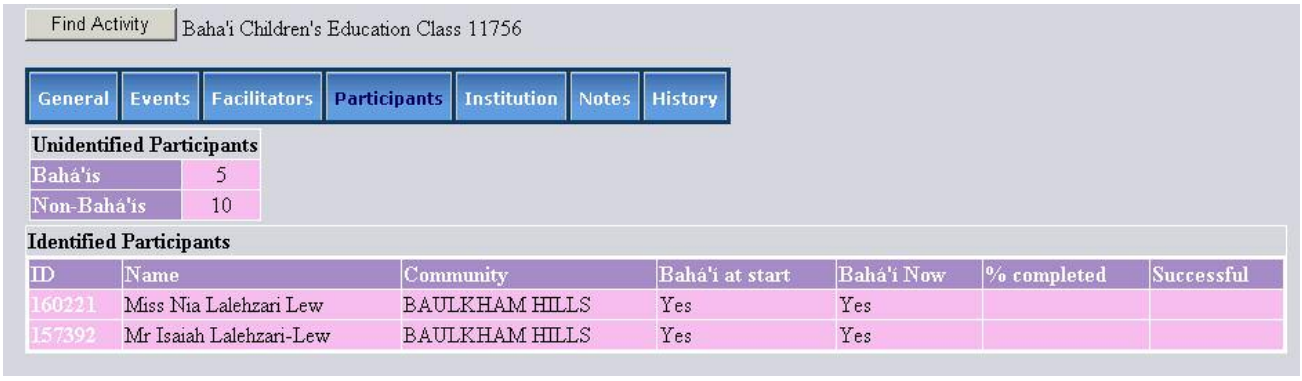
Times

Day	Start Time	End Time	Frequency	During School
Sunday	20:00	22:00	Weekly	No

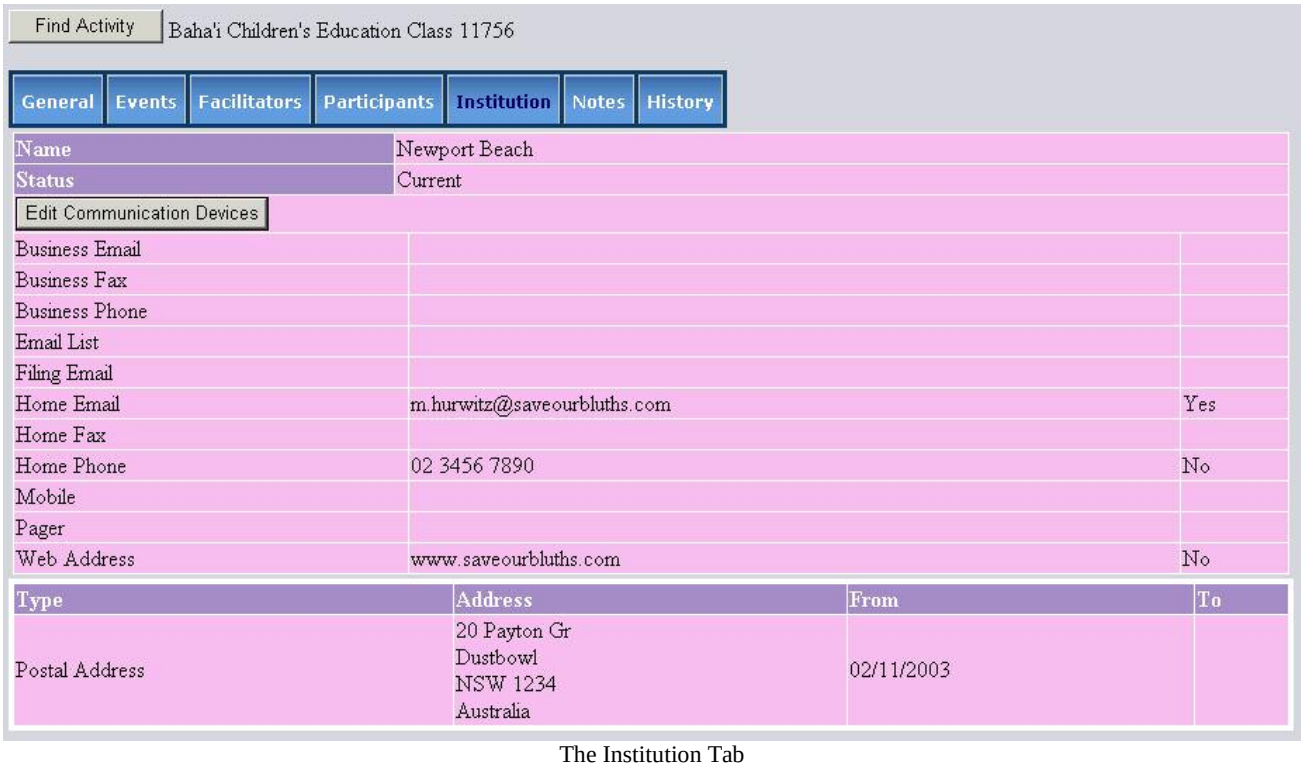
The General Tab



The Events Tab



The Participants Tab

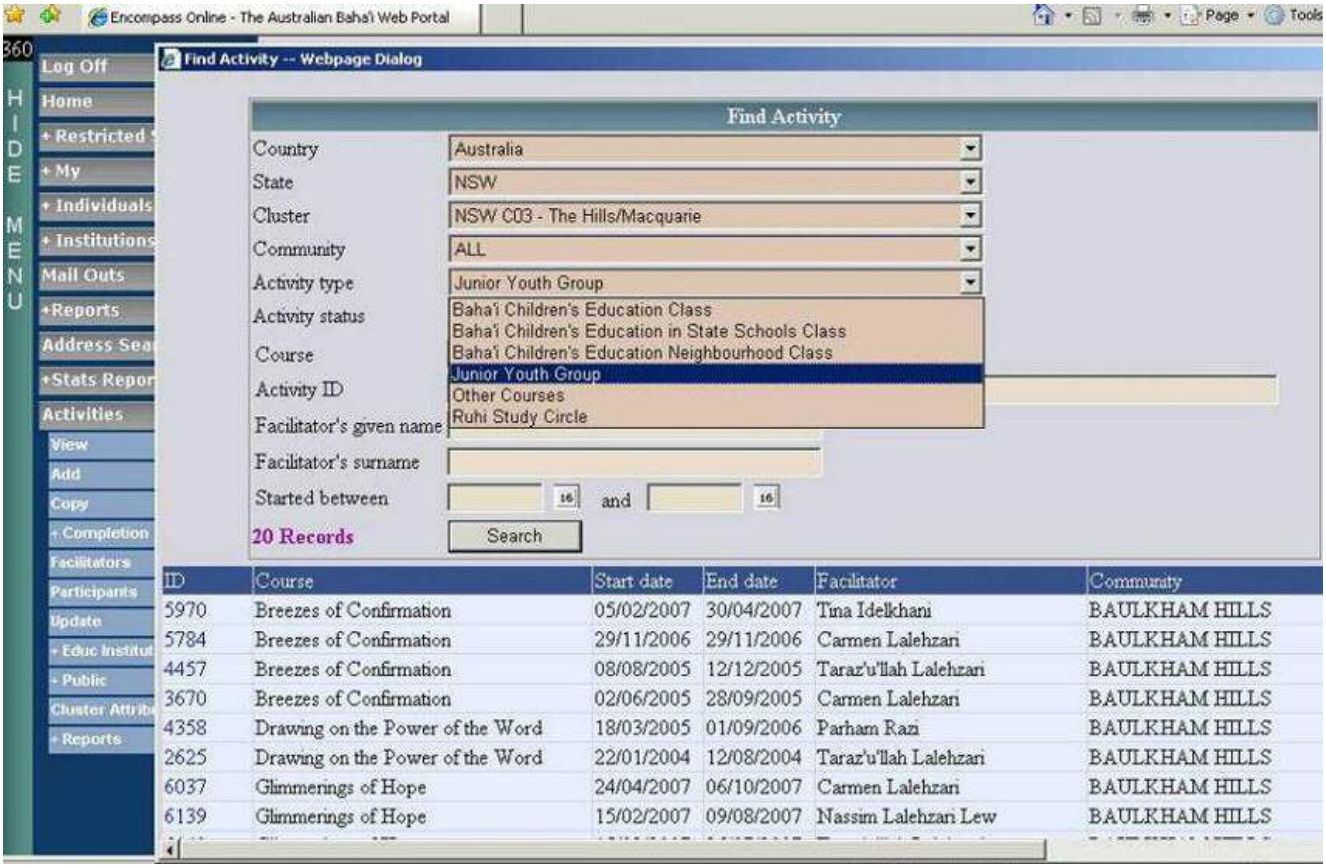


The Institution Tab

Junior Youth Groups, Study Circles, or Other Courses

To find an activity that is not held in an educational institution a similar process is followed to the one outlined above.

From the sidebar menu, click *Activities*, then *View*. Close the Find Educational Institution dialog box if it appears. Select the desired Activity Type from the Find Activity dialog box. Select any other necessary criteria and click Search. Select the desired activity as before, by clicking upon the blue ID number of the activity.



Choose the activity type and click upon Search

Reports

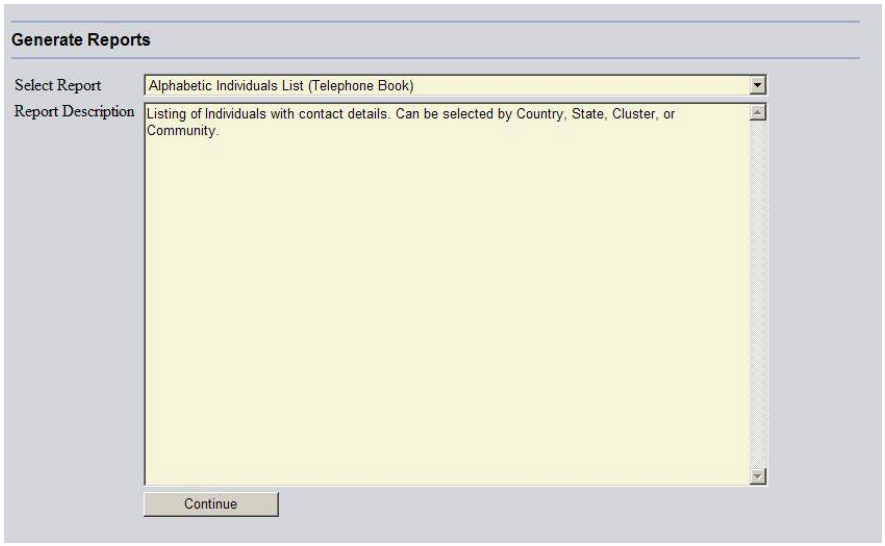
Reports screens are available to all users, but the data that will be visible in certain sensitive reports will be governed by the Privacy Act. For example members of Local Spiritual Assemblies will only be able to report on Community level data, whereas members of Regional Baha'i Councils will be able to report on State level data. All Baha'is can report on statistical data that does not identify individuals.

To generate membership based reports, from the menu click on the menu link 'Reports' and then on the Reports sub-menu click 'Membership'. To generate reports from the Baha'i World Centres Statistical Report Program, click on the menu link 'Stats Report Prog', then the sub-link 'Reports'. Under the sub-link there are three categories of reports: 'Standard', 'Customised' and 'Management'.

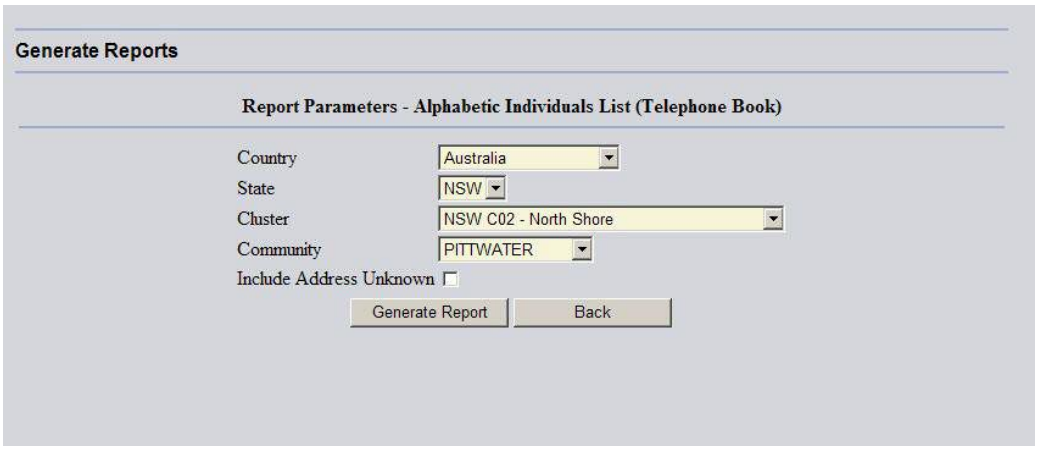
To generate reports about Core Activities held in the Baha'i Community, including additional Statistical Reports, click on the menu link 'Activities', then the sub-link 'Reports'. Under the sub-link there are two categories or reports: 'Standard' and 'Customised'.

For assistance with Activity and Statistical based reports please contact your Regional or Cluster Statistics Officer.

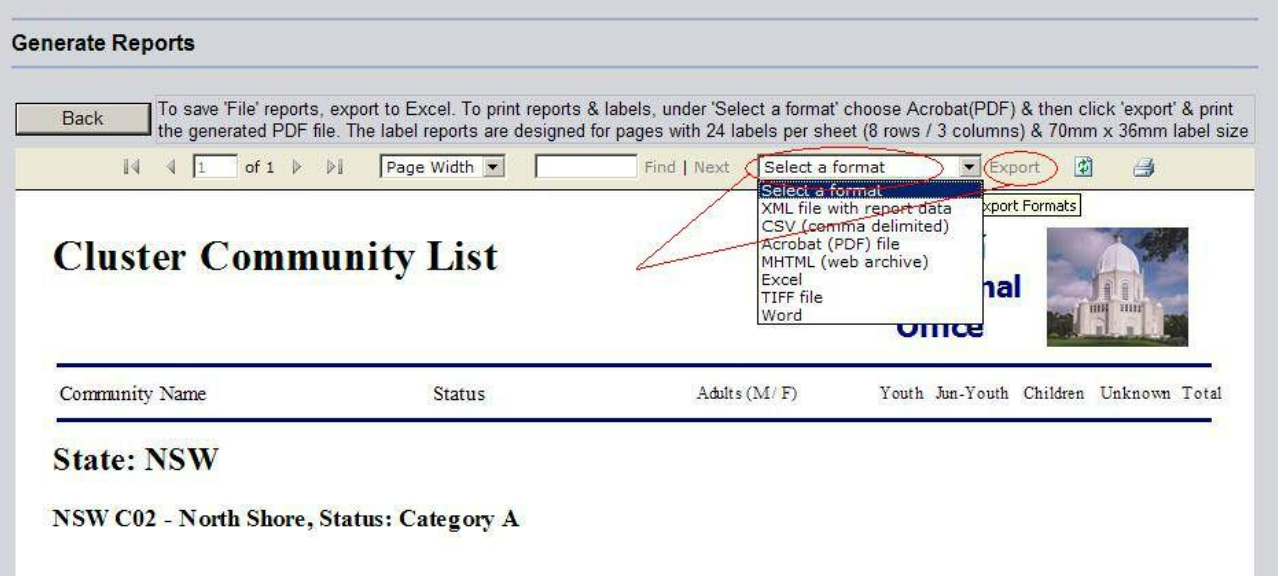
You will be taken to a page where you can select the type of report you want.


Generate Reports
Select Report
Alphabetic Individuals List (Telephone Book)
Report Description
Listing of Individuals with contact details. Can be selected by Country, State, Cluster, or Community.
Continue

After clicking on 'Continue', you will be taken to another screen which asks you to specify the parameters for the report. When this has been done, you can click on 'Generate Report' which will create the report for you.



You will then see a preview of the report displayed on the page and a drop down list that gives you options for saving the report in a particular format, HTML, Excel, PDF, Word, TIFF Image etc. To export the report to an Excel file for example, select the option ‘Excel’ from the list and then click on the ‘Export’ link


Generate Reports
Back
To save 'File' reports, export to Excel. To print reports & labels, under 'Select a format' choose Acrobat(PDF) & then click 'export' & print the generated PDF file. The label reports are designed for pages with 24 labels per sheet (8 rows / 3 columns) & 70mm x 36mm label size
1 of 1
Page Width
Find | Next
Select a format
Export
Select a format
XML file with report data
CSV (comma delimited)
Acrobat (PDF) file
MHTML (web archive)
Excel
TIFF file
Word
Cluster Community List
Community Name
Status
Adults (M/F)
Youth
Jun-Youth
Children
Unknown
Total
State: NSW
NSW C02 - North Shore, Status: Category A

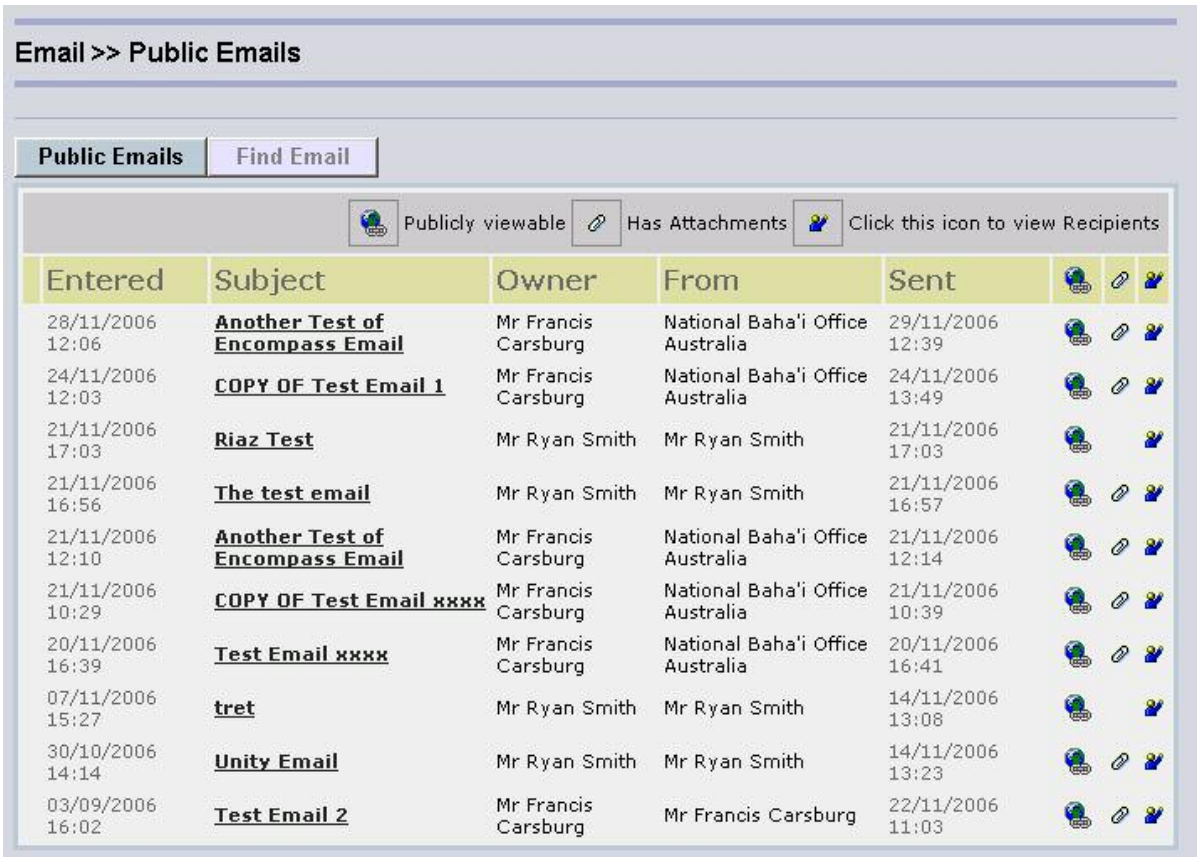
You will notice on the first step of the Reports – View screen that some reports have the word “File”, “Label” or “List” in their name. The information in “File” reports is returned in columns, suitable for exporting into Excel. The information in “Label” reports is returned in a format to fit onto printed labels after exporting to PDF, and “List” reports are suitable for exporting to PDF format and printing.

Mail Outs (searching for and viewing 'Public' Emails)

Please refer to the section **My – Email – Add/Edit/Delete (Create and Send Email)** for details of how emails are created in Encompass, and how an email can be designated as 'Public', that is viewable by all Encompass Users.

All Encompass Users can search for and view emails that a sender has designated as 'Public'. These could be emails such as non-confidential mail-outs to the Community from the National Baha'i Office, a Regional Baha'i Council, or a Local Spiritual Assembly.

When you click on the 'Mail-Outs' link from the main menu you will see a screen that lists the 50 most recent 'Public' emails in Encompass.



Entered	Subject	Owner	From	Sent
28/11/2006 12:06	Another Test of Encompass Email	Mr Francis Carsburg	National Baha'i Office Australia	29/11/2006 12:39
24/11/2006 12:03	COPY OF Test Email 1	Mr Francis Carsburg	National Baha'i Office Australia	24/11/2006 13:49
21/11/2006 17:03	Riaz Test	Mr Ryan Smith	Mr Ryan Smith	21/11/2006 17:03
21/11/2006 16:56	The test email	Mr Ryan Smith	Mr Ryan Smith	21/11/2006 16:57
21/11/2006 12:10	Another Test of Encompass Email	Mr Francis Carsburg	National Baha'i Office Australia	21/11/2006 12:14
21/11/2006 10:29	COPY OF Test Email xxxx	Mr Francis Carsburg	National Baha'i Office Australia	21/11/2006 10:39
20/11/2006 16:39	Test Email xxxx	Mr Francis Carsburg	National Baha'i Office Australia	20/11/2006 16:41
07/11/2006 15:27	tret	Mr Ryan Smith	Mr Ryan Smith	14/11/2006 13:08
30/10/2006 14:14	Unity Email	Mr Ryan Smith	Mr Ryan Smith	14/11/2006 13:23
03/09/2006 16:02	Test Email 2	Mr Francis Carsburg	Mr Francis Carsburg	22/11/2006 11:03

Simply click on the subject link to open and read the email. If the email has attachments these will appear as links when the email opens, and you can click on the links to open and read the attachments.

If you need to locate 'Public' emails that are prior to the last 50 that were sent you can use the 'Find Email' button to bring up a search screen. The search screen can also be used to search through your own private draft and sent emails.

You can enter various options to use for finding an email, such as a date range and/or who the sender was. You can choose how many results for the search to return (note the more results returned the slower the search will be). Click on the subject of an email in the search results list to open and read the email.

You can also search for text that occurs in emails. This will search the text in the body of the email, in the subject, in the names of the recipient distribution lists, and in the names and descriptions of the attachments to the email. It does NOT search inside the attachments themselves. To search for a phrase rather than a singe word enclose the phrase in double quotation marks, for example:

Resources

Resources are files uploaded to Encompass by members of Baha'i institutions and Baha'is with specific roles, for example, Cluster Statistics Officers. They are available for download and use by all Baha'is. An example of a Resource would be a Word file containing useful materials and guides on how to conduct a fireside.

A Resource file can be in any popular format such as pdf, Word, Excel, jpg, etc. Therefore in order to open and view a Resource file you need to have appropriate software installed on your computer. However, to download the file, you do not need any software installed on your computer.

Resources on Encompass have a few important elements:

1. Area
2. Category
3. Activity (Activity Types and Courses)
4. Resource File

Examples of an **area** (or location) for a Resource would be: country of Australia, state of NSW, cluster of North Shore, and community of Manly. Every Resource is assigned to an area and those who live in that geographical area have access to it.

Examples of a **category** are: firesides, devotional meetings, and statistics. A Resource can be assigned to one or multiple categories.

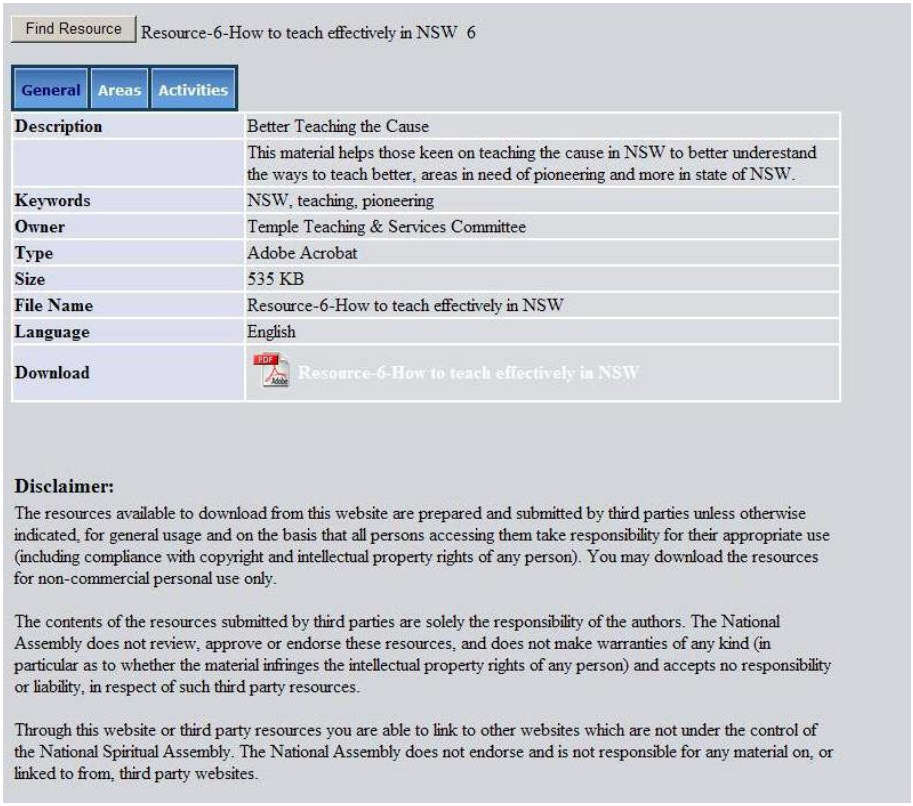
Examples of **activity** are: activity type Ruhi Study Circles (includes courses such as Book 1, Book2, etc), activity type Baha'i Children Education Class, and activity type BESS class. A Resource can be assigned to one or multiple activity types. It can also be assigned to one or more courses within an activity type.

Every Resource file is either assigned to a **category** or an **activity**, or **both**. A Resource can be assigned to multiple categories and/or multiple activities.

You may login to Encompass and find a Resource you require.

Viewing a Resource

To view a Resource, click on the menu item *Resources* and then *View*. Find the Resource according to **Resource – Search** section and click the ID of the Resource on the left hand side of the list in *Search Window*. The following screen will appear:


Find Resource
Resource-6-How to teach effectively in NSW 6
General
Areas
Activities
Description
Better Teaching the Cause
This material helps those keen on teaching the cause in NSW to better understand the ways to teach better, areas in need of pioneering and more in state of NSW.
Keywords
NSW, teaching, pioneering
Owner
Temple Teaching & Services Committee
Type
Adobe Acrobat
Size
535 KB
File Name
Resource-6-How to teach effectively in NSW
Language
English
Download
Resource-6-How to teach effectively in NSW
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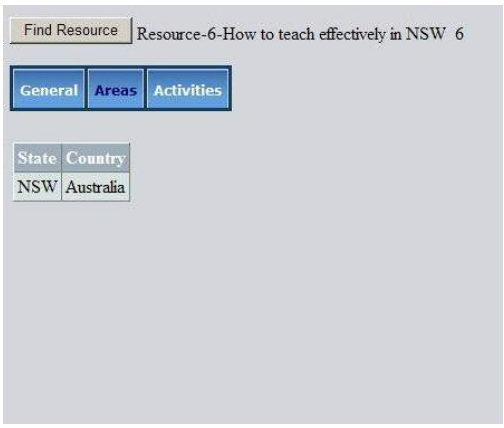
Through this website or third party resources you are able to link to other websites which are not under the control of the National Spiritual Assembly. The National Assembly does not endorse and is not responsible for any material on, or linked to from, third party websites.

There are three tabs on the screen for various parts of the Resource:

General tab: shows (above) general information about the Resource. Description describes the Resource; keywords are used for searching purposes; owner of the Resource; file type of the Resource File; size of the file in Kilo Bytes; name of the file; language in which contents of the file are written; and then the actual Resource File for download. To download the file, click on the file name on the right hand side of *Download* and either open the file or save it onto your computer.

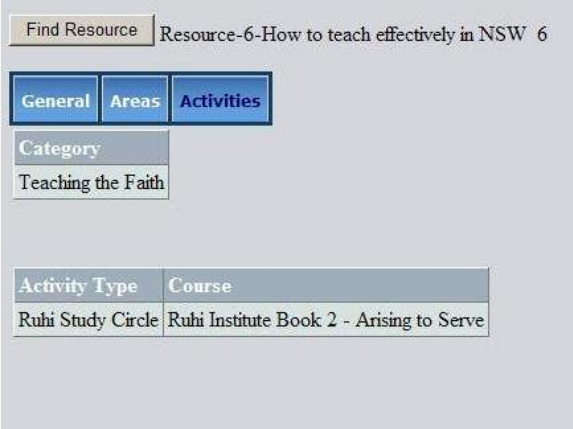
Disclaimer, on the bottom of the information, states some facts about the Resources on Encompass and it's important to read and understand it.

Area tab: shows (below) which geographical area the Resource belongs to.



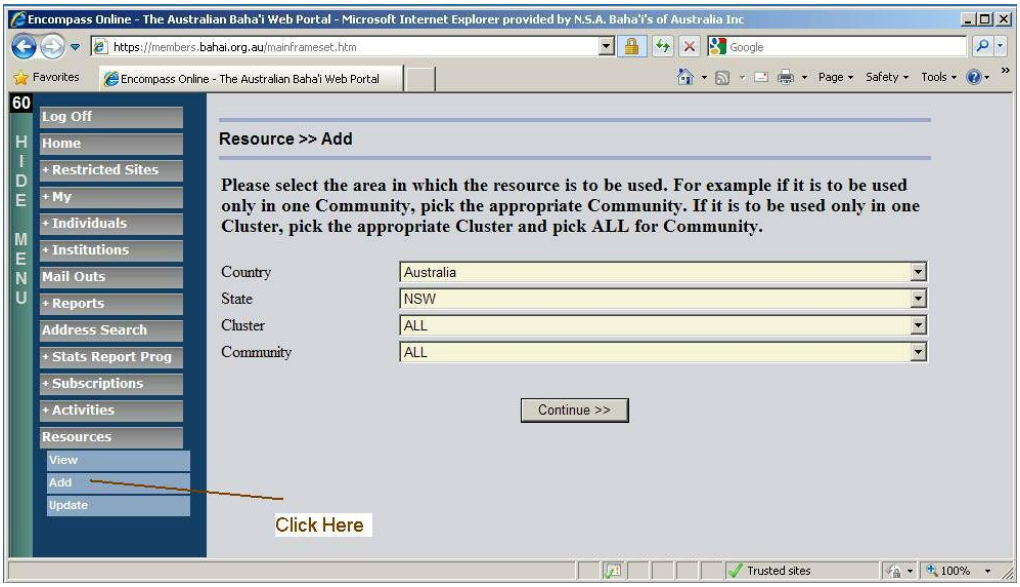
It can belong to a country, a state, a cluster or a community. In this case, our example, it belongs to state of NSW which is in country Australia.

Activity tab: shows (below) categories and activities (activity types and courses) that the Resource is assigned to. In our case, the Resource is assigned to category '*Teaching the Faith*' and course '*Ruhi Institute Book 2 - Arising to Serve*'. This course is part of activity type '*Ruhi Study Circle*'.



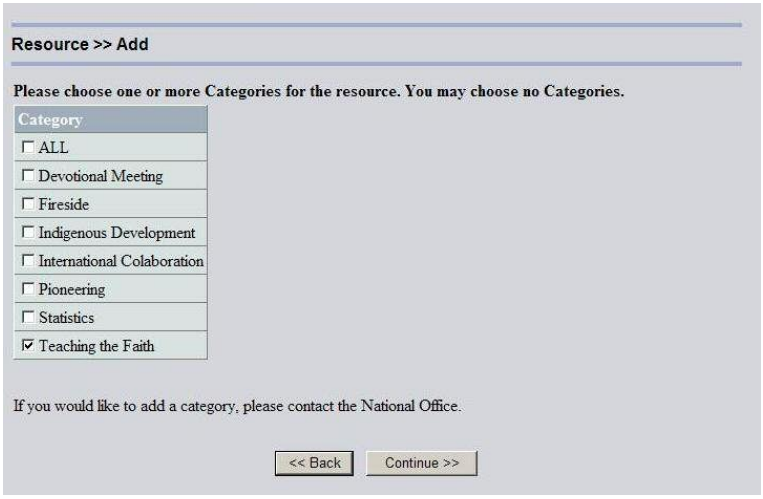
Adding a Resource

If you are a member of a Baha'i Institution or you hold a role such as 'Cluster Statistics Officer', you can add Resources to Encompass for others to use, you may start doing so by clicking on the left hand side menu item *Resources* and then *Add*.

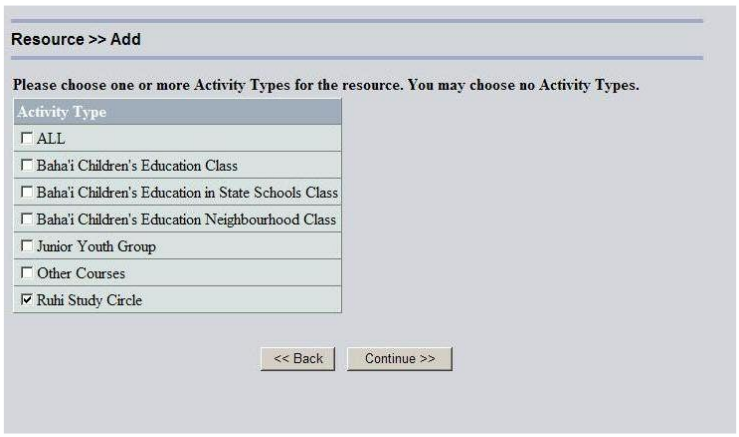


First you need to specify an area for the new Resource. Use the drop down lists for this purpose. As an example, if you choose Pittwater community, only those living in that community will have access to the Resource. If, however, you want to choose North Shore cluster, you should select *ALL* for *Community* so that everyone in that cluster would have access to the Resource. For the above example, we have assigned the state of NSW to the Resource. When you finished this step, click *Continue*.

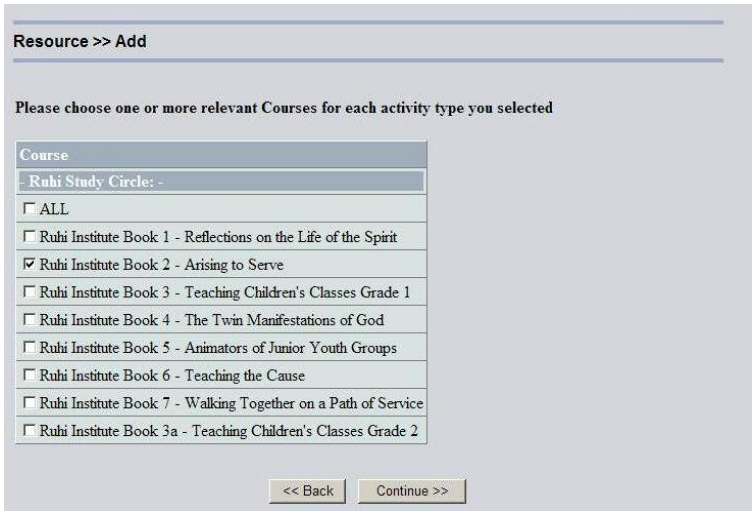
Next step is to choose a category for the new Resource. Check a category appropriate to your Resource. You may check more than one category. If your Resource is going to be assigned to an activity type but not to any category, you may go to the next stage, leaving the category boxes un-checked. Click *Continue*.



If the new Resource will be assigned to a certain activity type, in the next step you choose the activity type. For example, Ruhi Study Circle. If you have already chosen a category and no activity type applies to your Resource, you may leave the activity type check boxes un-checked and this takes you to the final stage. Click *Continue*.

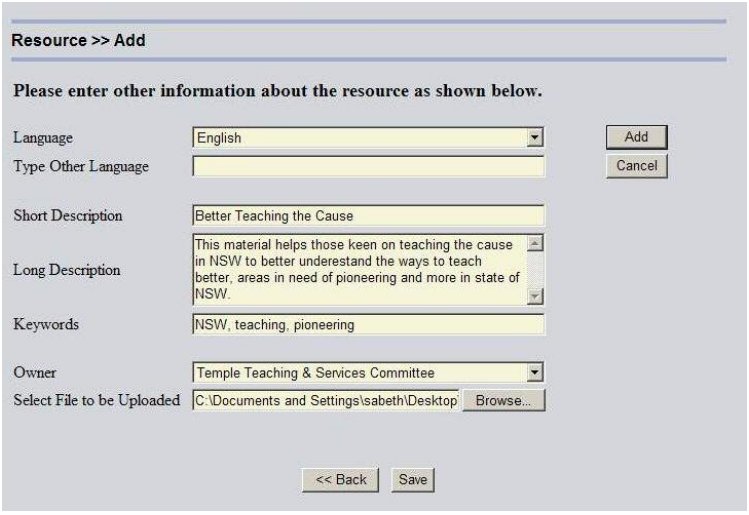

Resource >> Add
Please choose one or more Activity Types for the resource. You may choose no Activity Types.
Activity Type
ALL
Baha'i Children's Education Class
Baha'i Children's Education in State Schools Class
Baha'i Children's Education Neighbourhood Class
Junior Youth Group
Other Courses
Ruhi Study Circle
<< Back
Continue >>

If you have chosen an activity type, in the next step choose the course in that Activity Type that is relevant to your Resource, for example, Book 1 and Book 2. If all the courses apply to your Resource, either check all the courses or check the *ALL* box. Click *Continue*.


Resource >> Add
Please choose one or more relevant Courses for each activity type you selected
Course
- Ruhi Study Circle: -
ALL
Ruhi Institute Book 1 - Reflections on the Life of the Spirit
Ruhi Institute Book 2 - Arising to Serve
Ruhi Institute Book 3 - Teaching Children's Classes Grade 1
Ruhi Institute Book 4 - The Twin Manifestations of God
Ruhi Institute Book 5 - Animators of Junior Youth Groups
Ruhi Institute Book 6 - Teaching the Cause
Ruhi Institute Book 7 - Walking Together on a Path of Service
Ruhi Institute Book 3a - Teaching Children's Classes Grade 2
<< Back
Continue >>

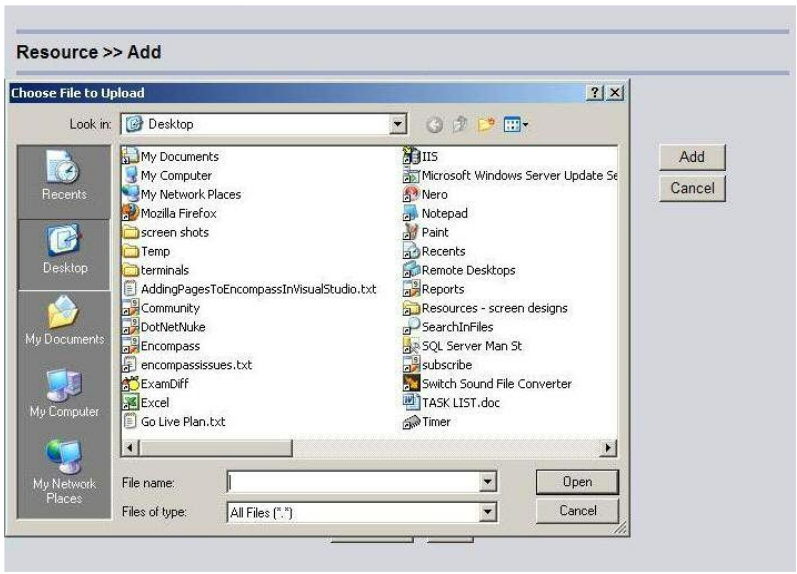
The final stage of adding a Resource is shown below. Choose a language for the Resource. If the language does not exist, you may add the language to Encompass by typing the language in *Type Other Language* box and click *Add*.

Write a *Short Description* for the new Resource. *Long Description* is optional.


Resource >> Add
Please enter other information about the resource as shown below.
Language
English
Type Other Language
Short Description
Better Teaching the Cause
Long Description
This material helps those keen on teaching the cause in NSW to better underestand the ways to teach better, areas in need of pioneering and more in state of NSW.
Keywords
NSW, teaching, pioneering
Owner
Temple Teaching & Services Committee
Select File to be Uploaded
C:\Documents and Settings\sabeth\Desktop
Browse...
Add
Cancel
<< Back
Save

The *owner* of the Resource can either be yourself or one of the institutions you are a member of. The owner can later update or delete the Resource if need be. If you choose yourself as the owner, later only you can change the Resource. If you chose one of the institutions, all the members of that institution can later change the Resource. System Administrators at the National Baha'i Office can change or delete all Resources.

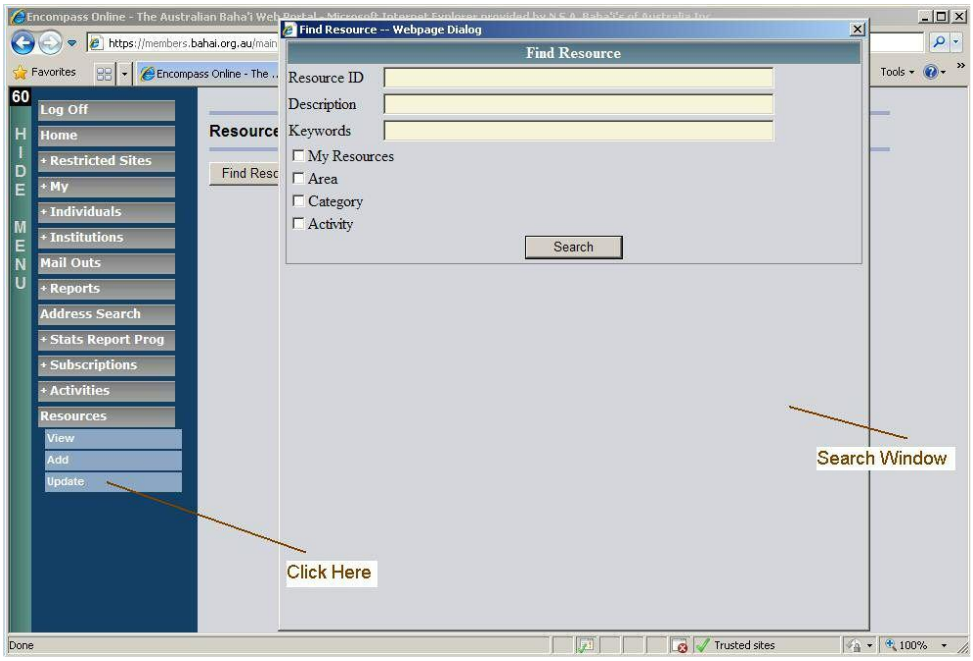
Last, to upload the file, click *Browse*, then choose the file to be uploaded for the Resource and click *Open*.



At any stage, you may click the *Back* button to go back one step and change the options you have chosen. At the end, click *Save*.

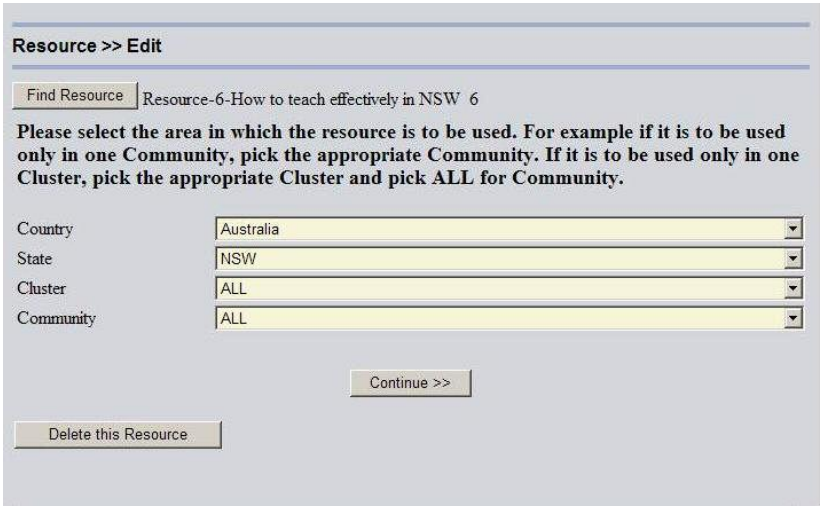
Updating a Resource

If you are the owner of a Resource or a member of an institution owning the Resource, you are then authorized to update that Resource in Encompass. You may start doing so by clicking on the left hand side menu item *Resources* and then *Update*.



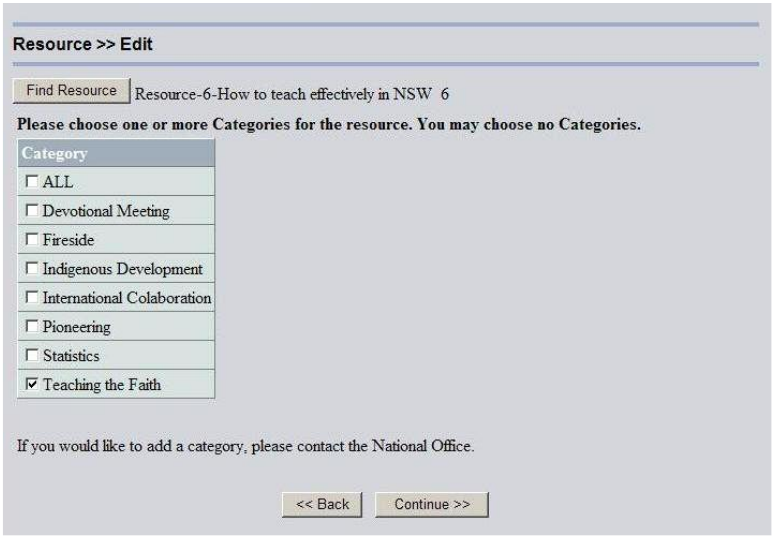
First, you need to find the Resource. Please refer to the Search for a Resource section in order to find the Resource you need to update.

When you have found the Resource, you can allocate a different area for the Resource if need be:

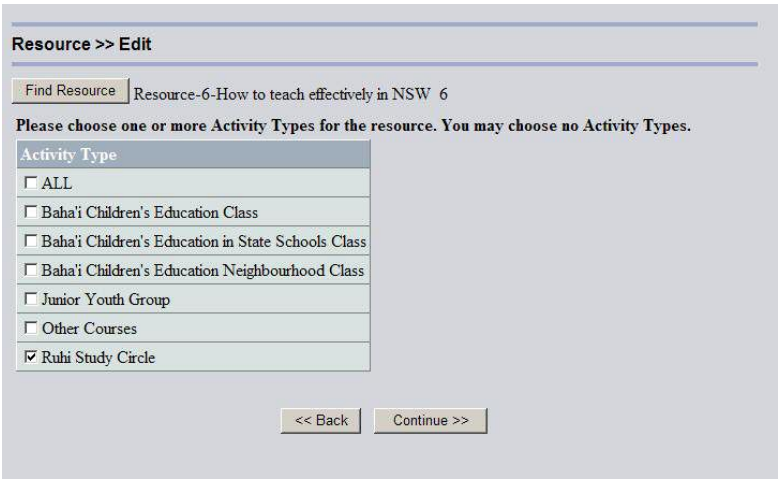

Resource >> Edit
Find Resource
Resource-6-How to teach effectively in NSW 6
Please select the area in which the resource is to be used. For example if it is to be used only in one Community, pick the appropriate Community. If it is to be used only in one Cluster, pick the appropriate Cluster and pick ALL for Community.
Country
Australia
State
NSW
Cluster
ALL
Community
ALL
Continue >>
Delete this Resource

Use the drop down lists to change the area for this Resource. As an example, if you choose Pittwater community, only those living in that community will have access to the Resource. If, however, you want to choose North Shore cluster, you should select *ALL* for *Community* so that everyone in that cluster would have access to the Resource. In the above picture, the area for the Resource has been changed to state of NSW. Every Baha'i in NSW would have access to this Resource. You can also delete the Resource by clicking in *Delete this Resource* button. When you finished this step, click *Continue*.

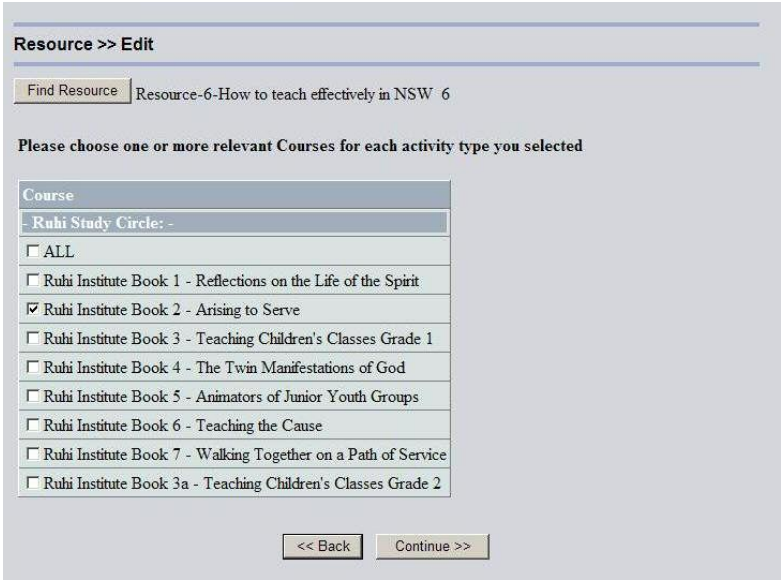
Next step is to update the categories for the Resource. Check one or more categories appropriate to this Resource. If your Resource applies to an activity but not to any category, you may uncheck categories or leave blank and go to the next stage. Click *Continue*.



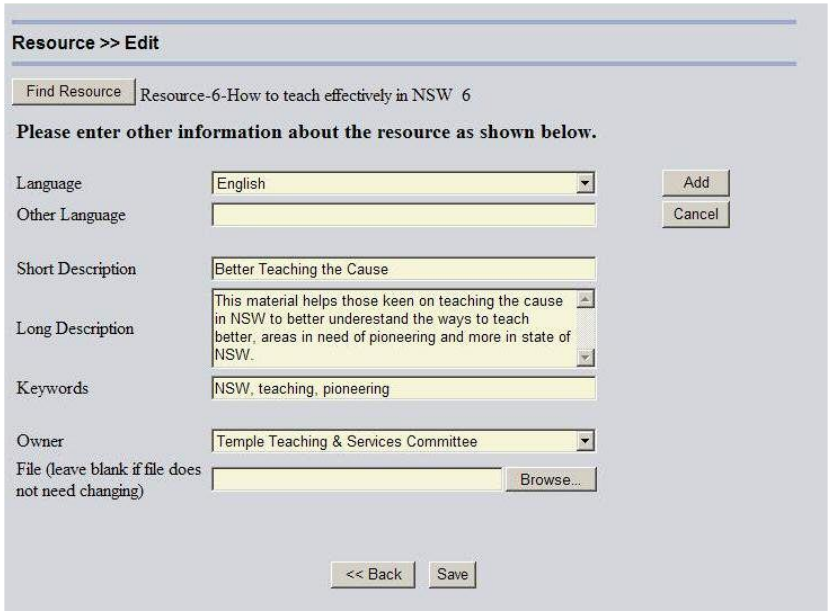
If the Resource will be assigned to a certain activity, in the next step you choose the activity type. For example, Ruhi Study Circle. If you have already chosen a category and no activity type applies to your Resource, you may leave the activity type check boxes un-checked, and this takes you to the final stage. Click *Continue*.


Resource >> Edit
Find Resource
Resource-6-How to teach effectively in NSW 6
Please choose one or more Activity Types for the resource. You may choose no Activity Types.
Activity Type
ALL
Baha'i Children's Education Class
Baha'i Children's Education in State Schools Class
Baha'i Children's Education Neighbourhood Class
Junior Youth Group
Other Courses
Ruhi Study Circle
<< Back
Continue >>

If you have chosen an activity type, in the next step, choose the course in that Activity Type that applies to your Resource, for example, Book 1 and Book 2. If all the courses apply to your Resource, either check all the courses or check the *ALL* box. Click *Continue*.


Resource >> Edit
Find Resource
Resource-6-How to teach effectively in NSW 6
Please choose one or more relevant Courses for each activity type you selected
Course
- Ruhi Study Circle: -
ALL
Ruhi Institute Book 1 - Reflections on the Life of the Spirit
Ruhi Institute Book 2 - Arising to Serve
Ruhi Institute Book 3 - Teaching Children's Classes Grade 1
Ruhi Institute Book 4 - The Twin Manifestations of God
Ruhi Institute Book 5 - Animators of Junior Youth Groups
Ruhi Institute Book 6 - Teaching the Cause
Ruhi Institute Book 7 - Walking Together on a Path of Service
Ruhi Institute Book 3a - Teaching Children's Classes Grade 2
<< Back
Continue >>

The final stage of updating a Resource is shown below:


Resource >> Edit
Find Resource
Resource-6-How to teach effectively in NSW 6
Please enter other information about the resource as shown below.
Language
English
Add
Other Language
Cancel
Short Description
Better Teaching the Cause
Long Description
This material helps those keen on teaching the cause in NSW to better underestand the ways to teach better, areas in need of pioneering and more in state of NSW.
Keywords
NSW, teaching, pioneering
Owner
Temple Teaching & Services Committee
File (leave blank if file does not need changing)
Browse...
<< Back
Save

Here, you can change other details of the Resource such as language, descriptions, keywords, owner and the Resource file.

If you don't need to change the file, leave the *File* option blank. Otherwise, choose a file to replace the Resource's original file. Click *Save* to save your changes.

At any stage, you may click the *Back* button to go back one step and change the options you have chosen.